



**RFT 02/2022**

**TERMS OF REFERENCE**

**Request for Tender**

**Supply, Installation &  
Commissioning of Monitored  
Alarm and CCTV System**

**LAND TRANSPORT AUTHORITY**

---

P.O. Box 6677, Nasinu, Fiji.

Contact – Salveen Kumar, Email: [salveen.kumar@lta.com.fj](mailto:salveen.kumar@lta.com.fj) Ph: 992 8880

**DATES:** 25/09/2021 & 02/10/2021

# CONTENTS

PART A - RULES GOVERNING THIS REQUEST FOR TENDER (RFT) .....	3
1.0 PURPOSE OF ENGAGEMENT .....	3
2.0 NO CONTRACTUAL OBLIGATIONS .....	3
3.0 BIDDERS TO INFORM THEMSELVES .....	3
4.0 RIGHT TO VARY OR STOP SUBMISSION PROCESS .....	3
5.0 PROCUREMENT TIMETABLE .....	3
6.0 CONFLICT OF INTEREST .....	4
7.0 INQUIRIES BY BIDDER .....	4
8.0 SUBMISSION CONTENT .....	4
9.0 WHAT TO LODGE .....	5
10.0 SITE INSPECTION / TENDER CLARIFICATION .....	5
11.0 LODGEMENT OF TENDER .....	6
12.0 LATE SUBMISSIONS .....	6
13.0 ALTERATIONS, ERASURES OR ILLEGIBILITY .....	6
14.0 ACCEPTANCE OF SUBMISSIONS .....	6
15.0 COLLUSIVE ACTIVITIES .....	6
16.0 ANTI-COLLUSION TENDER CLAUSE .....	7
17.0 SHORTLISTING .....	8
PART B - TENDER SPECIFICATIONS .....	9
18.0 SPECIFICATIONS FOR THE CCTV SURVEILLANCE SYSTEM .....	9
19.0 SPECIFICATIONS FOR ALARM SYSTEM .....	12
A) CONFIDENTIALITY .....	13
B) PUBLIC STATEMENT .....	13
C) GENERAL CONDITIONS .....	13
D) PROPOSAL RESPONSE SECTION .....	13
20.0 BASIC BUSINESS COMPULSORY REQUIREMENTS .....	14
21.0 ASSESSMENT CRITERIA .....	15

## **PART A - RULES GOVERNING THIS REQUEST FOR TENDER (RFT)**

---

### **1.0 PURPOSE OF ENGAGEMENT**

The Land Transport Authority (LTA) is seeking submissions from reputable and suitable service providers for the Supply, Installation & Implementation of Monitored Alarm and CCTV System (Fiji Wide).

### **2.0 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 either related, expressed or implied.

### **3.0 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 tender 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;
- Has involved itself in the submission process entirely at its own expense and without any costs being payable by LTA.

### **4.0 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.

### **5.0 PROCUREMENT TIMETABLE**

It is proposed that the following procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to alter the dates whenever necessary.

<b>Dates</b>	<b>Tasks</b>
25 <sup>th</sup> September & 2 <sup>nd</sup> October 2021	Advertisements
25 <sup>th</sup> October 2021, 4pm	Tender closing date & time
15 <sup>th</sup> November 2021	Complete evaluations
29 <sup>th</sup> November 2021	Complete approval process
10 <sup>th</sup> December 2021	Notify Successful & Unsuccessful Bidders
17 <sup>th</sup> December 2021	Signing of Agreement
24 <sup>th</sup> December 2021	Start Supplying

Where this timetable varies significantly, LTA will notify prospective Bidders.

#### **6.0 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.

#### **7.0 INQUIRIES BY BIDDER**

All enquiries by potential bidders for information should be addressed only to the nominated contact officer/s named on the tender 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.

#### **8.0 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 a soon as possible. In any such case this needs to be done before the closing date for the submission so that LTA may take any corrective action it considers necessary.

## 9.0 WHAT TO LODGE

For manual submissions, bidders must submit three (3) hard copies in the tender box placed at LTA - Level 1 Building A, Valelevu, Nasinu, Fiji or upload their submission electronically to the submission site - <https://www.tenderlink.com/ltafi/> by the closing date and time.

For manual submissions, the original hard copy must be marked "ORIGINAL" and the remaining two (2) copies must be marked "COPY 1" and "COPY 2", respectively. The original and the copies must include all supporting materials and be well-bound.

An Evaluation Team will evaluate submissions according to the criteria specified in this RFT.

## 10.0 SITE INSPECTION / TENDER CLARIFICATION

All bidders to make prior arrangement for site visitation in consultation with the contact person mentioned below. The bidder to provide date and time via email once approved inspection visitation (during LTA official working hours) will be formally advised. Please note the bidder will be denied access into the office's should prior arrangement not being made. During site visitation the bidder through its formal submission can make recommendations on the tabulated proposed camera numbers and alarm system in Clause 18.0 and Clause 19.0 respectively.

Request for site visitation arrangement to be made before 25<sup>th</sup> October 2021.

All contact, queries and the like regarding this Terms of Reference shall be submitted in writing and emailed to:

Mr. Salveen Kumar  
Senior Technical Officer Properties Operation  
Land Transport Authority  
Building B – Ground Floor  
Valelevu Headquarters  
Office + (679) 3392166  
Office fax + (679) 3398925  
Mobile + (679) 9928880  
Email: [salveen.kumar@lta.com.fj](mailto:salveen.kumar@lta.com.fj)

**Note:** all written tender clarifications queries are to be send by **5pm Three (3) days** before the tender closing date, LTA will respond to the tender clarification within 24 hours.

### **11.0 LODGEMENT OF TENDER**

Manual submissions must include three (3) hard copies in sealed envelopes and placed in the tender box provided at Level 1 Building A, Valelevu, Nasinu or upload the submission electronically on the LTA site <http://www.tenderlink.com/ltafj/>.

Submissions must be lodged by **4:00pm Fiji Time on Monday 25<sup>th</sup> October, 2021** marked and delivered as follows:

Management Tender Committee

RFT 02/2022 – Supply, Installation & Commissioning of Monitored Alarm and CCTV System

Land Transport Authority

P.O. Box 6677

Lot 1 Daniva Road, Valelevu

Nasinu, Fiji

### **12.0 LATE SUBMISSIONS**

Submissions lodged after the submission closing time shall be deemed late.

### **13.0 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 Tender 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.

### **14.0 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.

### **15.0 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.

## **16.0 ANTI-COLLUSION TENDER CLAUSE**

### **1. Facilitating reporting to the relevant competition Authority**

The procuring Authority reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by bidders to the appropriate regulatory Authority and to provide that Authority with any relevant bidder information.

### **2. Disclosure of subcontracting**

Suppliers/bidders must indicate if they intend any person (or organization) who is not an employee to perform work on the services, and they must provide their details. The contract with the successful bidders will require the procuring Authority's prior written approval for any changes to these arrangements, and any further subcontracting.

### **3. Warranty**

The supplier/bidder warrants that their tender has not been prepared with any consultation, communication, contract, arrangement or understanding with any competitor, other than:

- a) Where certain joint venture arrangements exist between the bidder and a competitor;
- b) Where the bidder and a competitor have an agreement that has been authorized by the relevant competition Authority; and
- c) Where the supplier/bidder has communicated with a competitor for the purpose of subcontracting a portion of the tender, and where the communication with that competitor is limited to the information required to facilitate that particular subcontract.

In such a situation the bidder agrees to fully disclose the full nature and extent of any agreements with competitors to the tendering body. In the event that no such disclosure is made, the bidder warrants that their bid has not been prepared with any consultation, communication, contract, arrangement or understanding with any competitor regarding:

- a) Prices;
- b) Methods, factors or formulas used to calculate prices;
- c) The intention or decision to submit, or not submit, a bid;
- d) The submission of a bid that is non-conforming;
- e) The quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates; and
- f) The terms of the bid.

The supplier/bidder acknowledges that if the procuring Authority accepts the supplier/bidder's offer and completes any contract the procuring Authority will do so in reliance of this warranty.

### **4. Disclosure of prior anti-competitive conduct**

Suppliers/bidders must indicate if they, or any corporation or person associated with their tender, including directors and senior management, are or have ever been subject to proceedings related to anti-competitive conduct domestically or overseas. The information must include:

- a) The names of the parties to the proceedings;
- b) The case number;
- c) The general nature of the proceedings; and
- d) The outcome or current status of the proceedings.

The procuring Authority reserves the right, at its discretion, to exclude any supplier/bidder from the procurement process if the supplier/bidder, or any organization or person, including directors or senior managers associated with their tender, have ever contravened the anti-competitive provisions of [the relevant competition laws] or equivalent laws overseas.

The procuring Authority reserves the right, at its discretion, to exclude any supplier/bidder from the procurement process if full disclosure of any or all contraventions of the anti-competitive provisions of the [the relevant competition laws] equivalent laws overseas has not been made.

### **17.0 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

---

### 18.0 SPECIFICATIONS FOR THE CCTV SURVEILLANCE SYSTEM

**Supply, installation, testing and commissioning of CCTV for the proposed locations**

OFFICE LOCATION	NUMBER OF CAMERAS REQUIRED
Korovou Office	3
Nausori Office	13
Garden City Office	5
Suva Express Office	4
Valelevu Office	12
Lami Harbour Point Office	5
Lami Draunibota	5
Lami Weighbridge	3
Navua Office	3
Cuvu Office	5
Sigatoka Town Office	2
Nadi Fully Fledge	10
Karavi Weighbridge	3
Lautoka Fully Fledge	13
Lautoka Express	2
Ba Office	16
Tavua Office	4
Rakiraki Office	4
Vutunibale Labasa Office	12
Labasa Town Office	4
Seaqaqa Office	4
Savusavu Office	6
Taveuni Office	4
Fence Signage for 24 hours CCTV Surveillance (for all LTA office)	Cost for one signage
Fostering Signage for 24 hours CCTV Surveillance (for all LTA office)	Cost for one signage

**Note: The Authority will formalize any amendments/addition (including newly constructed office)/deletion to the above number of cameras.**

## Technical Specification

### Base Camera Specification

5MP WDR IR Bullet/Dome IP Camera
1/2.7" 5Megapixel progressive CMOS
H.265 & H.264 dual-stream encoding
15fps@5M (2592×1944) & 25/30fps@3M (2304×1296)
WDR (120dB), Day/Night (ICR), 3DNR, AWB, AGC, BLC
Multiple network monitoring: Web viewer, CMS(DSS/PSS) & DMSS
Micro SD card slot, up to 128GB
2.7~13.5mm varifocal lens
Max IR LEDs Length 60m
IP67, PoE+
Motorized Lens

### Base NVR Specification

4/8/16/32 Channel
H.265/H.264/MJPEG/MPEG4 codec decoding
Max 320Mbps incoming bandwidth
Up to 12Mp resolution preview & playback
2HDMI/VGA simultaneous video output
1.5U chassis
SATA III Ports, up to 10TB capacity for each HDD
1x eSATA

### General Features & Requirements:

- Vendor to provide bill of material and cost breakdown for each office;
- Comprehensive maintenance of the Total IPCCTV system provided under the scope of works includes all cameras, servers, monitors, network switches, storage devices, cables of all types and all hardware and software etc.;
- The bidder will have to provide at no additional cost to the Authority for all software updates, releases, Version upgrades, New Versions etc. as and when required for smooth functioning of the system;
- 24x7 support should be made available by the bidder for all the equipment's downtime;
- The system shall be serviced regularly and maintained in proper working condition round the clock. The servicing shall include cleaning of the system, cameras, Lens proper adjustments and setting of cameras and their field of view, software up gradation etc. should be maintained by the vendor for the warranty period;

- The scope of work shall also include all the labor, tools etc. for relocation/shifting of any camera from one place to another within the Authority's Premises as per Authorities requirements and instructions. For such relocation or shifting, if additional cable/item is required, the cost of the additional cable/item only shall be paid as per the rates quoted by the vendor in the tender;
- Installation, testing & commissioning of all the components/ equipment's/ accessories etc. as per technical specifications and handing over to the Authority and providing necessary site training to the users;
- 3M network Cables to be used and all the cabling shall be carried out in conduits or ducting. The vendors shall visit the proposed site to ascertain cable routes and cable lengths for Bills of material;
- The cameras shall be tamper-proof and shall send alarm notification through email during tampering, or if the camera or NVR is offline;
- All manuals and training materials related to the system shall be supplied in hard copy and soft copy to the Authority;
- Training: The supplier shall provide training to the designated user and security personnel on the operation. Create individual user accounts for Video Monitoring system software for technical persons and security personnel;
- The system shall have flexibility for upgrading and expansion in all respects depending on future requirements;
- 90 days data retention period and option to backup data after the 90 days;
- Should maintain and security control, user privilege management and log system; and
- Vendor to provide Service-level Agreement (SLA) for servicing and maintenance after the warranty period.

**Optional**

- On premise
- Cloud

(Provide option from both on premise and cloud-based storage and backup)

## 19.0 SPECIFICATIONS FOR ALARM SYSTEM

Supply, installation, testing and commissioning of Alarm System for the proposed locations.

OFFICE LOCATIONS
Korovou Office
Nausori Office
Valelevu HQ
Garden City Office
Suva Express Office
Lami Harbour Point Office
Lami Draunibota
Lami Weighbridge
Navua Office
Cuvu Office
Sigatoka Town Office
Nadi Fully Fledge
Karavi Weighbridge
Lautoka Fully Fledge
Lautoka Express
Ba Office
Tavua Office
Rakiraki Office
Vutunibale Labasa Office
Labasa Town Office
Seaqaqa Office
Savusavu Office
Taveuni Office

Note: The Authority will formalize any amendments/addition (including newly constructed office)/deletion to the above number of alarm sensors.

**General Features & Requirements:**

- Vendor to supply and install alarm system with three (3) Sensors in all LTA offices. Sensors to be installed at entry & exist point and closed to safe inside the office;
- Should be Paradox or equivalent;
- Alarm can be easily turned on and off without coming to site;
- Vendor to monitor the alarm system, advise when the alarm is activated and deactivated;
- Alarm system have automatic time activation; and
- Vendor to provide cost for periodic servicing and also advise on the intervals for servicing.

**A) 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.

**B) PUBLIC STATEMENT**

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

**C) GENERAL CONDITIONS**

The following general conditions apply:

- i. LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- ii. LTA may cancel this RFT or amend its contents at any time prior to the acceptance of a submission.
- iii. 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.
- iv. The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

**D) PROPOSAL RESPONSE SECTION**

Interested vendors shall submit submission responding to items below. Identify each response with the appropriate letter designation and respond to all items in the order given.

## **20.0 BASIC BUSINESS COMPULSORY REQUIREMENTS**

- i. Company Profile.
- ii. Business License & Registration.
- iii. Fiji Revenue & Customs Services 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 the above list, their submission SHALL NOT BE CONSIDERED for further assessment.

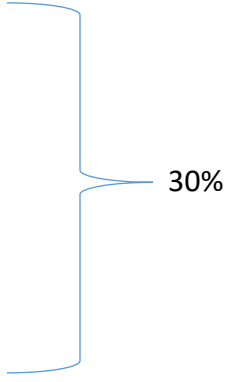
**21.0 ASSESSMENT CRITERIA**

**A) Non-Price Factors 70%**

- i. Qualifications & Experience – 30%
- ii. Specifications – 40%

**B) Price Factors 30%**

<b>Evaluation Criteria</b>	
<b>Basic Business Compulsory Requirements</b>	
<p><b>i) Company Profile</b></p> <ul style="list-style-type: none"> <li>• Background / History of company including details of parent companies and subsidiaries;</li> <li>• Types of products / services provided</li> <li>• Specify the years of experience</li> </ul> <p><b>ii) Business License &amp; Registration</b></p> <ul style="list-style-type: none"> <li>• Valid Business Company Registration Certificate (Certified Copy)</li> </ul> <p><b>iii) Fiji Revenue &amp; Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</b></p> <ul style="list-style-type: none"> <li>• Tax Identification Number Letter</li> <li>• Valid Tax Compliance Certificate (Certified Copy)</li> </ul> <p><b>iv) Valid Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders (Certified Copy)</b></p>	
<b>Qualifications &amp; Experience – 30%</b>	<b>Percentage (%)</b>
<p>Respond to these criteria:</p> <ul style="list-style-type: none"> <li>• Describe how the vendor’s experience will benefit LTA in terms of the successful product / service delivery – minimum 1 page.</li> <li>• List of major clients of the company with particular reference to local government, which may have utilized the areas of expertise. Provide at least 3 references from clients you have previously provided service. Also, provide names and contact of suitable client contact persons for reference checks.</li> </ul>	<p>15%</p> <p>15%</p>
<b>Total</b>	<b>30%</b>

Specifications – 40%	Percentage (%)
<p>With reference to the above <b>Tender Specification - Part B:</b></p> <ol style="list-style-type: none"> <li>1. Supply, Installation &amp; Implementation of Monitored Alarm and CCTV System. The system shall be serviced regularly and maintained in proper working condition round the clock. The servicing shall include cleaning of the system, cameras, Lens proper adjustments and setting of cameras and alarms.  Implementation, documentation and training.</li> <li>2. The system shall have flexibility for upgrading and expansion in all respects depending on future requirements.</li> <li>3. Project Completion on time.</li> </ol>	 <p style="text-align: center;">30%</p> <p style="text-align: center;">5%</p> <p style="text-align: center;">5%</p>
<b>Total</b>	<b>40%</b>

Price Factor 30%	Percentage (%)
<p>All prices proposed should be separated by all of the following items:</p> <ol style="list-style-type: none"> <li>1. Cost break down for each office for CCTV and Alarm System.</li> <li>2. SLA.</li> <li>3. Price Validity for 1 year.</li> <li>4. Special Offer Prices.</li> </ol>	<p style="text-align: center;">15%</p> <p style="text-align: center;">5%</p> <p style="text-align: center;">5%</p> <p style="text-align: center;">5%</p>
<b>Total</b>	<b>30%</b>



<b>PRICE LISTING</b>	<b>NUMBER OF CAMERAS REQUIRED</b>	<b>Price VIP</b>	<b>BILL OF MATERIAL</b>
<b>OFFICE LOCATION</b>			
Korovou Office	3		
Nausori Office	13		
Valelevu Office	12		
Garden City Office	5		
Suva Express Office	4		
Lami Harbour Point Office	5		
Lami Draunibota	5		
Lami Weighbridge	3		
Navua Office	3		
Cuvu Office	5		
Sigatoka Town Office	2		
Nadi Fully Fledge	10		
Karavi Weighbridge	3		
Lautoka Fully Fledge	13		
Lautoka Express	2		
Ba Office	16		
Tavua Office	4		
Rakiraki Office	4		
Vutunibale Labasa Office	12		
Labasa Town Office	4		
Seaqaqa Office	4		
Savusavu Office	6		
Taveuni Office	4		
Fence Signage for 24 hours CCTV Surveillance (for all LTA office)	Cost for one		
Fostering Signage for 24 hours CCTV Surveillance (for all LTA office)	Cost for one		

<b>OFFICE LOCATION</b>	<b>ALARM INSTALLATION COST</b>	<b>SERVICING COST</b>
Korovou Office		
Nausori Office		
Valelevu HQ		
Garden City Office		
Suva Express Office		
Lami Harbour Point Office		
Lami Draunibota		
Lami Weighbridge		
Navua Office		
Cuvu Office		
Sigatoka Town Office		
Nadi Fully Fledge		
Karavi Weighbridge		
Lautoka Fully Fledge		
Lautoka Express		
Ba Office		
Tavua Office		
Rakiraki Office		
Vutunibale Labasa Office		
Labasa Town Office		
Seaqaqa Office		
Savusavu Office		
Taveuni Office		