



**EOI 07/2021**

**TERMS OF REFERENCE**

**Expression of Interest (EOI)**

**For**

**Provision for Vodo Taxi App**

**LAND TRANSPORT AUTHORITY**

P.O. Box 6677, Nasinu, Fiji.

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## **PART A - RULES GOVERNING THIS EXPRESSION OF INTEREST (EOI)**

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### **1.0 PURPOSE OF ENGAGEMENT**

The Land Transport Authority intends introducing a new Taxi App for all of Fiji called Vodo, which in Fijian means, “Lift”. The initial Vodo Taxi app would be licensed to the successful vendor for a period of five years with an option for a performance/innovation extension of two further years

In future to operate as a Taxi in Fiji it will be compulsory for all 8952 taxi owners/operators to use the Vodo application. The LTA will retain ownership of the Vodo Brand and all associated marketing, data, reports, information stored on the vendors servers used to support this project. Vodo Taxi App will be similar to any other Taxi App, which will operate through out Fiji. It will use GIS Mapping Package with Geo-fencing technology to connect all Taxis and Passengers together. LTA will provide licensed access to the GIS mapping package by side agreement.

### **2.0 NO CONTRACTUAL OBLIGATIONS**

This Expression of Interest (EOI) is not to be constructed as a contract between LTA and the prospective bidder. Nothing in this EOI 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 EOI and the implications of being involved in this EOI 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 EOI 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.

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

Dates	Tasks
20 <sup>th</sup> & 27 <sup>th</sup> Feb 2021	Advertisements
5 <sup>th</sup> March 2021, 4pm	EOI closing date & time

## 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 EOI. Any potential or actual conflict of interest that may arise in the performance of their obligations under the EOI 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 EOI, and if so, will promptly notify the Bidder.

## 7.0 ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officers named on the EOI 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 EOI.

## 8.0 SUBMISSION CONTENT

Should a potential bidder find any discrepancy, ambiguity, inconsistency, error, or omission in this EOI 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 COMPLIANCE REQUIREMENTS

The Submission shall be organized and submitted in the following format:

S1.No	Items	Reference
1	Details of Company & Background	
2	Details of previous experience/knowledge possessed in the areas of Taxi App development	
3	2 case studies relating to the Taxi App development and deployment project.	
4.	Taxi network and period of service covered.	
4	Evidence of Test Cases related to Taxi App Development	
5.	Project Plan with duration	
6	Company Business Registration	
7.	Team Member Profile of this Project Team	Annexure A
8.	Client Referees with contact details	
9.	Professional indemnity	
10.	Audited Financial statement for past 3 years	

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

**FAILURE TO SATISFY THE FULL COMPLIANCE REQUIREMENTS WILL RESULT IN DISQUALIFICATION FROM THE COMPETITION.**

## **10.0 LODGEMENT OF EOI**

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

Management Tender Committee  
EOI 07/2021 – Provision for Vodo Taxi App  
Land Transport Authority  
P.O. Box 6677  
Lot 1 Daniva Road, Valelevu  
Nasinu, Fiji

## **11.0 LATE SUBMISSIONS**

Submissions lodged after the submission closing time shall be deemed late and will not be accepted.

## **12.0 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 EOI 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.

## **13.0 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. LTA is seeking a compliant bid from all vendors, however in addition it will consider a non-compliant bid that offers the Authority clear and demonstrable value for money benefits and operational innovations.

## **14.0 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 EOI.

## **15.0 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.

**16.0 ANNEXURE A**

<b>Name</b>	<b>Professional Qualifications</b>	<b>Certifications/ Accreditations</b>	<b>Taxi App expertise. In terms of years and areas of expertise</b>	<b>Expertise In terms of years and areas of expertise</b>	<b>Number of assignments done in similar industry as LTA</b>