



TERMS OF REFERENCE
FOR
REQUEST FOR TENDER
FOR
Supply of Number Plates, Foils
and Motor Cycle Plates
[RFT : 07/2021]

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 05/06/2020 & 12/06/2020

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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 to express their interest in the supplying of Number Plates and Foils (consumable).

It is our aim to maintain a preferred supplier listing as an efficient way to save time and effort of placing out a submission or qualifying a new supplier whenever we need one.

2.0 NO CONTRACTUAL OBLIGATIONS

This expression of interest is not to be constructed as a contract between the LAND TRANSPORT AUTHORITY 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. A contract will not necessarily arise or result from the submission of a submission.

3.0 BIDDERS TO INFORM THEMSELVES

The onus is on the bidder to understand the contents of this RFT and the implications of being involved in this RFT process. LTA does not accept responsibility for any misunderstandings arising from the bidder's failure to comply with this RFT.

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 the LTA.

4.0 RIGHT TO VARY OR STOP SUBMISSION PROCESS

LTA reserves the right to either stop or vary the bidder process, or resubmission, at any 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
5 th June & 12 th June 2021	Advertisements
25 th June 2020, 4pm	Tender closing date & time
9 th July 2021	Complete evaluations
27 th July 2021	Complete approval process
3 rd August 2021	Notify Successful & Unsuccessful Bidders
10 th August 2021	Signing of Agreement
17 th August 2021	Start Supplying

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 inquiries by potential bidders for information should be addressed only to the nominated contact officer named on the Submission Advertisement.

Where, in the opinion of LTA, further information provided to one potential bidder should be provided to all potential bidders, such information will be given the same distribution as 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 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

Bidders may deposit three (3) hard copies in the submission box placed outside the Chief Executive's Office on Level 1, Headquarters, LTA, Valelevu, Nasinu, Fiji or upload their submission electronically to the submission site - <https://www.tenderlink.com/ltafj/> by the deadline.

The original 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 and any supporting material.

A submission evaluation panel & /or committee will evaluate submissions in response to this RFT. This panel & /or committee will assess the submission according to the criteria specified in the RFT.

10.0 **LODGEMENT OF EXPRESSION OF INTEREST**

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/>. The submission must be clearly addressed:

Management Tender Committee
RFT 07/2021– Request for Tender for Number Plates, Foils and Motor Cycle Plates
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 will be deemed late and shall not be considered.

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 Submission Closing Time unless it can be clearly demonstrated to the satisfaction of LTA Submission 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 Submission 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.

14.0 COLLUSIVE SUBMISSIONING

Bidders and their personnel must not engage in any collusive bidding, anticompetitive conduct or any similar conduct with any other bidder or other person in preparing or lodging a submission.

15.0 SHORTLISTING

The Submission 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 - SUBMISSION SPECIFICATIONS

16.0 SCOPE OF WORKS

The project scope includes putting together a pool of external suppliers for the provision of the following consumable items to the LTA Valelevu Office when required:

i. Specification 1: Non Two Wheeler Number Plate

- a. White Blank Alluminium Plates Boarded (134 x 372 x .09mm)
- b. Blue Blank Alluminium Plates Boarded (134 x 372 x .09mm)
- c. Red Blank Alluminium Plates Boarded (134 x 372 x .09mm)
- d. Yellow Blank Alluminium Plates Boarded (134 x 372 x .09mm)
- e. Skye Blue Blank Alluminium Plate Boarded (134x372x0.9mm)
- f. Shade of Orange Alluminium Plate Boarded (134x372x0.9mm)
- g. Lime Green Blank Alluminium Plate Boarded (134x372x0.9mm)

ii. Specification 2: Foils

- a. Hot Stamping Black Foil (Roll 140mm X 400 Meter)– Exterior Color
- b. Hot Stamping White Foil (Roll 140mm X 400 Meter)– Exterior Color

iii. Specification 3: Two Wheeler Motor Cycling Plates

- a. Pre-printed white plates (100 x 185 x 0.9mm)
- b. Pre-printed Blue Plates (100 x 185 x 0.9mm)

Note:

- The submission must include cost of delivery,
- Full product specifications of the blanks, preprinted plates and foil to be provided by vendors,
- The warranty for the blanks, preprinted plates and foil to be provided and storage life to be mentioned by Vendors in there submission,
- Quality of blanks, preprinted plates and foil to be aligned to an acceptable international standard,
- Competitive Pricing to be provided according to the batch quantity mentioned below as per estimated usage.

Estimated Usage

Product	Monthly Usage	Semi Annually Usage	Yearly Usage
Blank White Plates (134x372x0.9mm)	2420	14520	29040
Blank Yellow Plates (134x372x0.9mm)	125	750	1500
Blank Blue Plates (134x372x0.9mm)	50	300	600
Blank Red Plates (134x372x0.9mm)	10	60	120
Hot Stamping Foils (140mmx305M) Black	3	18	36
Hot Stamping Foils (140mmx305M) White	1	6	12
Blank Skye Blue Plate (134x372x0.9mm)	10	60	120
Blank Shade of Orange Plate (134x372x0.9mm)	125	750	1500
Blank Lime Green Plate (134x372x0.9mm)	125	750	1500
Pre-printed white plates (100 x 185 x 0.9mm)	5	30	60
Pre-printed Blue Plates (100 x 185 x 0.9mm)	3	18	36

Note: The above table shows the estimated usage however Authority will procure on demand and need basis only.

17.0 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.

18.0 PUBLIC STATEMENT

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

19.0 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 TOR 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.

20.0 PROPOSAL RESPONSE SECTION

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

21.0 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 bidder

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.

22.0 **ASSESSMENT CRITERIA**

A) Non-Price Factors 70%

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

B) Price Factors 30%

Evaluation Criteria	
Basic Business Compulsory Requirements	
<p>i) Company Profile</p> <ul style="list-style-type: none"> • Background / History of company including details of parent companies and subsidiaries; • Types of products / services provided • Specify the years of experience <p>ii) Business License & Registration</p> <ul style="list-style-type: none"> • Valid Business License (Certified Copy) • Valid Business Company Registration Certificate (Certified Copy) <p>iii) Fiji Revenue & Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</p> <ul style="list-style-type: none"> • Tax Identification Number Letter • Valid Tax Compliance Certificate (Certified Copy) <p>iv) Valid Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders (Certified Copy)</p>	
Qualifications & Experience – 30%	Percentage (%)
<p>Respond to these criteria:</p> <ul style="list-style-type: none"> • Describe how the vendor’s experience will benefit LTA in terms of the successful product / service delivery – minimum 1 page. 	15%
<ul style="list-style-type: none"> • 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. 	15%
Total	30%

Specifications – 40%	Percentage (%)
With reference to the above Scope of Works - Part B:	
1. Specification 1: Non Two Wheeler Number Plate White Blank Alluminium Plates Boarded (134 x 372 x .09mm) Blue Blank Alluminium Plates Boarded (134 x 372 x .09mm) Red Blank Alluminium Plates Boarded (134 x 372 x .09mm) Yellow Blank Alluminium Plates Boarded (134 x 372 x .09mm) Skye Blue Blank Alluminium Plate Boarded (134x372x0.9mm) Shade of Orange Alluminium Plate Boarded (134x372x0.9mm) Lime Green Blank Alluminium Plate Boarded (134x372x0.9mm)	25%
2. Specification 2: Foils Hot Stamping Black Foil (Roll 140mm X 400 Meter)– Exterior Color Hot Stamping White Foil (Roll 140mm X 400 Meter)– Exterior Color	10%
3. Specification 3: Two Wheeler Motor Cycling Plates Pre-printed white plates (100 x 185 x 0.9mm) Pre-printed Blue Plates (100 x 185 x 0.9mm)	5%
Total	40%

Price Factor 30%	Percentage (%)
All prices proposed should be separated by all the following:	
1. Cost for each Blank Plate, Preprinted plates and Foil and Competitive Pricing to be provided according to Estimated Usage mentioned above <ul style="list-style-type: none"> ✓ Monthly ✓ Semi Annually ✓ Yearly 	25
2. Supplier must provide vat inclusive price (if Local) & Supplier must provide freight inclusive price (if Overseas)	3
3. Price Validity for 3 years (to be locked for 3 Year Contract)	2
Total	30%