



RFT 06/2021

TERMS OF REFERENCE

For

Provision of Security Services for Land Transport

Authority Premises (Fiji-Wide)

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PART A - RULES GOVERNING THIS REQUEST FOR TENDER

1. PURPOSE OF ENGAGEMENT

The Land Transport Authority (LTA) is seeking submissions from reputable and suitable service providers to express their Tender in providing Security Services through out LTA offices.

2. NO CONTRACTUAL OBLIGATIONS

This Request for Tender 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 Request for Tender.

3. BIDDERS TO INFORM THEMSELVES

3.1 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.

3.2 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. 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. TENDER 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.

Date	Task
22 nd & 29 th May 2021	Advertisements
4 th June 2021, 4pm	Submission closing date & time
By 25 th June 2021	Complete evaluations Presentation by bidders Evaluation & Draft Board paper Presentation to MTC
2 nd July 2021	Finalisation of Board Paper & Approval
7 th July 2021	Award / Non Award Notification
23 rd July 2021	Signing of Agreement
1 st and 2 nd August 2021	Handover & Commencement of work

Where this timetable varies significantly, 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. INQUIRIES BY BIDDER

- 7.1 All inquiries by potential bidders for information should be addressed only to the nominated contact officer named on the Tender Advertisement.
- 7.2 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. 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. WHAT TO LODGE

- 9.1 Bidders may deposit three (3) hard copies in the tender 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.

- 9.2 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.

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

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.

10. LODGEMENT OF REQUEST FOR TENDER

Request for Tender must be lodged by **4:00pm Fiji Time on Friday 4th June, 2021.**
Manual submissions must be in a sealed envelope, marked and delivered as follows:

Management Tender Committee
Confidential – [RFT No: & Title]
P.O. Box 6677
Land Transport Authority Lot 1
Daniva Road, Valelevu
Nasinu, Fiji

11. LATE SUBMISSIONS

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

12. ALTERATIONS, ERASURES OR ILLEGIBILITY

- 12.1 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.
- 12.2 Alterations cannot be made to submissions after the Submission Closing Time unless it can be clearly demonstrated to the satisfaction of LTA Management Tender Committee that a clerical or keying error has been made by the bidder.

13. ACCEPTANCE OF SUBMISSIONS

- 13.1 LTA is not bound to accept the lowest priced submission. Bidders whose submissions are not accepted will be notified.

- 13.2 The 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 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. SHORT LISTING

The 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 - SUBMISSION SPECIFICATIONS

A) SCOPE OF WORKS

GENERAL

The successful Security Agency/Company shall provide the following duties over contract period of three (3) years with the contract reviewed and assessed on annual basis:

- i. Carryout foot patrol every hour, weekends and Public Holidays and examine all doors, windows, gates and LTA vehicles (parked on site) on a regular basis to ensure that they are properly locked and secured, and also to ensure all vehicles, equipment and boundary fence have not been tampered with;
- ii. Conducting regular checks and inspections to ensure building safety and security;
- iii. Immediately report to the Branch Manager or Team Leader any sign of damage, malfunctions, faulty equipment or utilities, unsecured windows and doors, fire hazards, any unusual or questionable or dangerous or suspicious conditions or activities anywhere on site, indoors or outdoors of the Authority's premises;
- iv. Assisting all persons to comply with LTA's regulations and rules of conduct on site, including issuing traffic and parking assistance when appropriate;
- v. Providing security coverage for special LTA's functions as required;
- vi. Providing crowd control when necessary or legislated by the Government;
- vii. Call Police and Fire Brigade as and when required.
- viii. Monitor and report unauthorized parking on premises.
- ix. Open gates and allow entry to authorized vehicle after working hours.
- x. Provide security escort for banking services each working day.
- xi. All guards must not have adverse criminal records for the last five years the selected bidder to provide full details of the deployed guards prior to deployment.
- xii. Guards must be literate and fluent in both written and spoken English.
- xiii. Names of personnel assigned to each location/premises or any changes must be provided in advance.
- xiv. LTA reserves the right to reject the employment of a security guard personnel assigned to any LTA premises/property.
- xv. Bidder should outline in detail any and all training personnel undergoes prior to being assigned to LTA.
- xvi. The guards to record additional data in the report as request by LTA.
- xvii. The guards to be rotated from all LTA's location every 3 months.
- xviii. The guard will be liable to train the guards to pass on any directions by LTA to the next shift
- xix. The day guards to be deployed 30 minutes before the contractual time from 7am till 5pm Monday to Thursday and 7am till 4.30pm on Fridays The guard should not leave his duties until he is told to do so, the Branch or Team Leader may require the officers till the office is closed (locked) for the day. In addition, Security officers must be present during closure of office and ensure to leave after the Days revenue had been collected for banking.
- xx. During Non-Operational Hours no unauthorized person is allowed to enter the premises for any reason whatsoever including the usage of the Convenience.

Any changes to the above listed provisions must be approved by LTA prior to implementation.

Penalty Clauses

- i. The Security company will be fully responsible for any items that are missing, or reported stolen or damaged under security's watch, **the Security Company will bear the costs of the damages caused or the value of the amount stolen from the particular LTA premises.**
- ii. **Security Company must ensure that all the guards are properly monitored and supervised to ensure that they fully comply with the Terms and Conditions Stipulated in the Scope of Works and Standard Operating Procedure.**
- iii. **Any evidence of negligence, lateness and or non-adherence will result in Monetary Deduction of Monthly Bills. (whichever is higher the incident or 3 hours).**

Duties of Guard & Specification

Entry Door Duties

- xxi. Guard will monitor and assist all visitors.
- xxii. Any incident within the premises to be reported immediately to Properties Department, the Guard will prepare detailed report of that incident within 24 hours and submit to the LTA's Properties Department.
- xxiii. Guard will keep socializing to a minimum and will not have friends, guests or residents congregate around their workstation.
- xxiv. Guards on duty at front door/main gate during night shift must ensure that the doors/gates are secured. Foot patrol will also be carried out on the night shift around the premises.
- xxv. Any suspicious movement from within the Office Complex or around the premises must be reported immediately to relevant personnel.

Gatehouse Procedures

- i. Ensure the gatehouse is clean and well maintained.
- ii. All (LTA owned or Otherwise) vehicle registration numbers must be logged entering and leaving the premises, as well as the time of entry and exit.
- iii. After normal working hours, guards must log names of all people entering the Complex (LTA personnel or Non-LTA Personnel) and vehicle registration number (where applicable).
- iv. Only allow visitors or pickup required by the staff after working hours that is after 5pm Monday to Thursday, 4.30pm Fridays, whole day Saturday and Sunday or public holidays should the staff had made prior arrangement with the Gate guard. For such the Guard need to record the name of visitor / pickup drive / organization, the staff name who the visitor need to visit and vehical number.
- v. The Guard must only allow staff coming in the permisses after working hours after verifying the staffs ID card.
- vi. Any vehicles coming into the LTA property and or going out of the premises during non-operational hours to be checked / inspected. The Guard to record time, vehicle registration number and the name of all in the vehical.

- vii. The guard must not allow in any vehicle coming in at non-operational hours for parking purposes which is not own by LTA or LTA's Staff.
- viii. Guard to ensure that all visitors / coustomers vechiles coming in at operations hours to be out of the permises the same day.
- ix. Guards should not allow any vehicles to be repires in the premisiers during non-operational hours.
- x. Any other duty as assigned by the Authority in relevance to the security's task.

Hallways and Door Procedures

- i. Guards will inspect all doors to ensure they are properly locked and secured at the end of each working day.

Scheduled Meetings

- ii. Successful Bidder will attend monthly meetings with LTA to address any security concerns or questions.
- iii. Emergency meetings can also be called by LTA when deemed necessary in the light of security breaches in security contract.

Communication Systems (Optional)

- i. The Bidder may institute a communication system with their security personnel, supervisor and LTA's point of contact during shift hours.
- ii. Bidder may provide mobile cellular to security personnel during all shifts for emergency situations where guard may need to call LTA/security/emergency forces (Fire/Police/Ambulance).

Schedule

- i. The Bidder will ensure that all shifts attendance register are filled and completed.
- ii. If a guard is unable to make it to work, the Bidder shall have a replacement guard that meets the provision mentioned in this proposal.
- iii. The Bidder shall be able to remove and reinstate and new guard within 1 hour if required by LTA.
- iv. All daily site reports, vechile entry registrar reports (**this to include all vehicles eg, LTA, Customers and Staffs etc.**) to be submitted with invoices on a montly baisis for payments process.

Table 1

The security scope includes Security Services to the LTA offices in LTA locations which includes day guards to be deployed from 7am till 5pm Monday to Thursday and 7am till 4.30pm on Fridays as follows:

Location	No. of Guards – Day (Mon-Fri)	No. of Guards – Night	Comments
1. Nausori	1	-	24hrs shift
2. Valelevu (Buildings – A, B, C, D, E & Weighbridge)	3	3	24 hours shift
3. Garden City Express	2	1	24 hours shift
4. Suva Express – FNPF Plaza	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
5. Lami	1		Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
6. Lami old office	1		Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
7. Navua	1	-	Operational Days (7am to 5pm)
8. Sigatoka Town	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
9. Sigatoka, Cuvu (Technical & Administration Buildings)	1	2	24 hours shift
10. Nadi Back Road	1	1	24 hours shift
11. Lautoka (Technical, Administration & Weighbridge Buildings)	2	2	24 hours shift
12. Lautoka Express Office	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
13. Ba (Technical & Administration Buildings)	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
14. Tavua	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
15. Rakiraki	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday

16. Labasa, Vatunibale (Technical & Administration Buildings)	2	2	24 hours shift
17. Labasa Town	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
18. Seagaqa	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
19. Savusavu	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday
20. Taveuni	1	-	Day shift Day shift (7am to 5pm) Mon – Thursday (7am to 4.30pm) Friday

Note : The Authority will formalize any ammendments/addition/deletion to the above time schedules

B.) 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.

C) PUBLIC STATEMENT

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

D) 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 or after to the acceptance of the 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.

E) 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.

F) EVALUATION CRITERIA

a) BASIC SUBMISSIONS COMPULSORY REQUIREMENT

Executive Summary

- i. Company Profile
- ii. Business license & Registration
- iii. Tax Compliance certificate
- iv. FPNF Compliance Certificate

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) ASSESSMENT CRITERIA

1. Non Price Factor 70%

- i. Qualifications & Experience
- ii. Duties & Specification

2. Price Factor 30%

1. NON PRICE FACTOR - 70 %

Evaluation	
Basic Submissions Compulsory Requirement	
i)	Company Profile <ul style="list-style-type: none">□ Background / History of company including details of parent companies and subsidiaries;□ Types of services provided□ Specify the years of experience
ii)	Business License & Registration <ul style="list-style-type: none">□ Valid Business License (Certified Copy)□ Valid Business Company Registration Certificate (Certified Copy)
iii)	Tax Compliance <ul style="list-style-type: none">□ Tax Identification Number Letter□ Tax Compliance Certificate
iv)	Fiji National Provident Fund Compliance Certificate

1. Non Price Factor 70%	Percentage (%)
<p align="center">Qualifications & Experience – 30%</p> <p>Respond to these criteria:</p> <ul style="list-style-type: none"> □ Describe how the vendors experience will benefit LTA in terms of the successful service delivery – minimum 1 page. □ 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. Names and contact of suitable client contact persons for reference checks. 	<p align="center">15</p> <p align="center">15</p>
<p align="center">Total</p>	<p align="center">30%</p>
<p align="center">Specification - 40%</p> <p>With reference to Scope of Works - Part B</p> <ol style="list-style-type: none"> 1. General 2. Duties of Guard & Specification 3. Strategies to Address: <ul style="list-style-type: none"> - Communication - Mobility - Visibility - Protective Equipments 4. Schedule 	<p align="center">5</p> <p align="center">15</p> <p align="center">15</p> <p align="center">5</p>
<p align="center">Total</p>	<p align="center">40%</p>

