



RFT 06/2022

TERMS OF REFERENCE

**Request for Tender - Supply of
TIN BOOKS, DDC PSV LEVEL
WORK BOOKS, DDC BASIC LEVEL
WORK BOOKS AND ENGLISH
ROAD CODE BOOK**

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 29/01/2022 & 05/02/2022

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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 vendors to supply Tin Books, DDC PSV Level Work Books, DDC Basic Level Work Books and English Road Code Book.

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.

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

Dates	Tasks
29 th January, 5 th February, 2022	Advertisements
11 th February 2022, 3pm	RFT closing date & time
25 th February 2022	Complete evaluations
11 th March 2022	Complete approval process
18 th March 2022	Notify Successful & Unsuccessful Bidders
1 st April 2022	Signing of Agreement
8 th April 2022	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 ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officers 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 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/ltafi/>. The submission must be clearly addressed:

Management Tender Committee
RFT 06/2022 – Supply of Tin Books, DDC PSV Level Work Books, DDC Basic Level Work Books and English Road Code Book.
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.

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 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.

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.

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 tender.

15.0 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.

16.0 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

17.0 A) i) SCOPE OF WORKS

GENERAL

Tin Books, DDC PSV Level Work Books, DDC Basic Level Work Books and English Road Code Books are used by all LTA Officers.

1. Tin Books

Traffic infringement notices are issued by Enforcement officers, Police officers and Town/City council to Drivers for violating the Government regulations in respect to LTA Act.

2. DDC PSV Level Work Books

DDC PSV Level Work Book assist customers to acquire the knowledge and skills required to drive Public Service Vehicles effectively and safely. It also teaches about the systematic, safe and effective control of vehicle functions and how to manage hazardous situations. Furthermore, it assists in improving driving techniques incorporating the biomechanics of driving, including correct seating position, steering wheel position and feet position.

3. DDC Basic Level Work Books

DDC Basic Level Work Books is comprehensive guide for all drivers in Fiji and designed primarily to help new drivers prepare for a lifetime of safe driving. If you are a new driver, this book contains the information you will need to obtain your full drivers license. To earn your full driver's license you need to successfully pass this course and practice what you learn in DDC Basic Level Work Books for the rest of your driving days.

4. English Road Code Book

English Road Code Book is a user-friendly guide to Fiji traffic law. It explains key safe driving practices and gives you tips on how to be a safe and responsible driver. The guide in English Road Code Book explains the responsibilities of vehicle owners and requirements for vehicles. It also contains information about what you can do to be safe on the road when you are a pedestrian, cyclist, motor cyclist or a horse rider.

Specification

1. TIN Book

- A4 size book,
- 60gsm 4 X NCR pages (white, green, pink, yellow) back to back printed X 50 each pages
- A4 size 250gsm Gloss art board Green Cover
- Full color white copy and other 3 copies to be black and white
- Pages to be serial numbered provided by Authority,
- White, green and pink to be side perforated and flap bound,

**There are four type of TIN Books (TIN Books – LTA, TIN Books – Police, TIN Books - Municipal Council, E-Ticketing TIN Books)*

2. DDC PSV Level Work Books

- A4 size 250gsm Gloss art board full color printing,
- 76 pages full colored printed on offset 80gsm paper,
- Provide provision for addition or subtraction of 5 pages,
- A4 Saddle stitch.

3. DDC Basic Level Work Book

- A4 size 250gsm Gloss art board full color printing,
- 71 pages full colored printed on offset 80gsm paper,
- Provide provision for addition or subtraction of 5 pages,
- A4 Saddle stitch.

4. English Road Code Book

- A5 Size 250gsm Gloss art board full color printing,
- 68 pages full colored printed on glossy 90gsm paper,
- Provide provision for addition or subtraction of 5 pages
- A5 Saddle stitch

Expected procurement

Item	Average Monthly usage	Estimated stock usage per year	10% buffer or excess	Estimated stock purchase for year
TIN BOOKS	356	4,272	427	4,699
DDC PSV LEVEL WORK BOOK	361	4,332	433	4,765
DDC BASIC LEVEL WORK BOOK	735	8,820	882	9,702
ENGLISH ROAD CODE BOOK	448	5,376	538	5,914

*Procurement will be on need basis

General condition

- All prices to be provided in VIP,
- Provide prices in quantity of 500, 1000, 1500, 2000, 2500, 3000, 4000, 5000
- All job will be confirmed with the issue of official LTA LPO,
- Artwork will be supplied by LTA,
- LTA reserve the right to change the artwork when required,
- A sample will be requested in booklet format and approval will be given by authorized officer before final printing of the order if authority is satisfied with the sample provided,
- It is vendor's responsibility to have the sample endorsed in 3 working days from the day of issue of LPO,
- Final printing/order to be in match with Authority's endorsed sample,
- Only full delivery will be accepted,
- Delivery timeline will be 3 weeks from the time of approval of sample,
- If vendor is not able to supply within 3 weeks from the day of sample approval, Authority has the right to procure from elsewhere, Cancel order, terminate contract and retender,
- Must treat all documents and information provided by LTA as confidential.

ii. 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.

iii. PUBLIC STATEMENT

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

B) 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.

C) 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.

18.0 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.
- v. Vaccination Status for all Staffs.

It is mandatory for the bidder to provide all the requirements listed under (i. to v.) 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.

18.1 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> <p>v) Vaccination Status for all Staffs.</p>	
i) 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. • 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. 	<p>} 15</p> <p>} 15</p>
Total	30%

ii) Specifications – 40%	Percentage (%)
<p>With reference to the above Scope of Works - Part B:</p> <ol style="list-style-type: none"> <li data-bbox="253 373 1089 495">1. Tin Books, DDC PSV Level Work Books, DDC Basic Level Work Books and English Road Code Books (refer Part B for Specification for each book) <li data-bbox="253 596 773 632">2. Agree to supply full delivery at once, <li data-bbox="253 732 1114 810">3. Agree to provide delivery in 3 weeks from the time of approval of sample, 	<div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="display: flex; align-items: center; margin-bottom: 20px;"> } 30% </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> } 5% </div> <div style="display: flex; align-items: center;"> } 5% </div> </div>
Total	40%

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 data-bbox="253 1150 704 1186">1. All prices to be provided in VIP, <li data-bbox="253 1287 1045 1365">2. Provide prices in quantity of 500, 1000, 1500, 2000, 2500, 3000, 4000, 5000 <li data-bbox="253 1465 721 1501">3. Price Validity for 3-year contract <li data-bbox="253 1644 550 1680">4. Special Offer Prices 	<div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="display: flex; align-items: center; margin-bottom: 20px;"> } 5 </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> } 15 </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> } 5 </div> <div style="display: flex; align-items: center;"> } 5 </div> </div>
Total	30%