



RFT 11/2022

TERMS OF REFERENCE

Request for Tender

The Supply of Unleaded Motor Spirit (ULP), Automotive Diesel Oil (ADO) & Motor Vehicle Fuel Card Services

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 09/07/2022 & 16/07/2022

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

1.0 PURPOSE OF ENGAGEMENT

The Land Transport Authority is requesting for bids from reputable companies for the supply of Unleaded Motor Spirit (ULP), Automotive Diesel Oil and Motor Vehicle Fuel Card Services.

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
9 th July 2022 & 16 th July 2022	Advertisements
22 nd July 2022, 3pm	Tender closing date & time
29 th July 2022	Complete evaluations
5 August 2022	Complete approval process
9 th August 2022	Notify Successful & Unsuccessful Bidders
11 th August 2022	Signing of Agreement
12 th August 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 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/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.

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/ltafj/>. The submission must be clearly addressed:

Management Tender Committee
RFT 11/2022 – The Supply of Unleaded Motor Spirit (ULP), Automotive Diesel Oil (ADO) &
Motor Vehicle Fuel Card Services.
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

1. DELIVERY

Tenders are required to indicate Service Station Outlets in all Towns, Cities and Major centers throughout Fiji to enable LTA vehicles to be filled as and when it requires doing so. Bidders must also provide a list of Service Stations nearest to LTA office.

2. VEHICLE FUEL CARD SERVICE

The proposal must also state the Card Service and Features listed in the table below.

Card Service Features
Card must be specific to one vehicle only
Card Number
Vehicle Number
Card specific to LTA
Expiry Dates
Purchase Limitations
Cards encoded for Electronic Processing
Unique Driver Pin Number
Card should be designed for secure use
Card should have protection of misuse (Daily Single Fill feature)
Ability to Block card from remotely
Notification of any incorrect information
1. Mileage
2. Pin Number
3. Card Number

3. CARD MANAGEMENT REPORTING SYSTEM

The Card Management Reporting System should be able to be interfaced with the current LTA's Financial Management System by being able to send electronic data in an acceptable format such as pdf or excel etc. So that the usage data can be transferred without any manual intervention. At a minimum the system should have the ability to support the following functions and features along with the relevant reports:

1. Detailed report outlining vehicle transaction history, Dollar Value, Date and Time.
2. Vehicle Performance Data such as Kilometers per litre of Fuel.
3. Total Kilometers for period of billing.
4. Report Management into three formats,
 - a. Detailed Monthly transaction reports
 - b. Ad-Hoc reports upon request.

5. Detailed monthly Invoice and Statement with separate VAT accounting.
6. Electronic Capture of Data and Monitoring.
7. Odometer Based Monitoring
8. Purchase Controls
9. Pin Validation

4. PRICING

The Bidder is to provide LTA with a full breakdown of its intended pricing structure and the savings per litre. The Bidder will also indicate the pricing charge outside Vitilevu and remote areas.

Pricing in Central Division

Fuel Type	Retail Cost Per Litre	LTA Discounted Price

Pricing in Western Division

Fuel Type	Retail Cost Per Litre	LTA Discounted Price

Pricing in Northern Division

Fuel Type	Retail Cost Per Litre	LTA Discounted Price

5. BIDDER DETAILS

The Bidder shall provide all the necessary information specified in the table below:

General
The registered name of the Bidder:
Business address for correspondence: <i>(Location, Street , Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
Contact name of the Authorized Person:
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
Business structure:
Include the organizations years of experience in this field and reputation in the market place.

6. OTHER VALUE ADDED SERVICES

The bidder is open to include any other information that may add value to their product or after installation and commissioning services.

7. DOCUMENTATION

- a). Bid prices shall be typed; bids with handwritten prices shall be disqualified.
- b). The submitted tender documentation together with submitted technical documentation shall be neatly sorted in adequate sections and bound. All costs of preparing the submission shall be borne by the Bidder.
- c). The response to the specification is required to be comprehensive with a completed Compliance table as set out below.
- d). Tenderers are encouraged to offer the existing baseline products that are compliant with or equivalent to all mandatory requirements.

8. PAYMENT TERMS

LTA shall pay the invoice amount in local currency to the bank account nominated by the successful supplier within 30 days of receipt of the invoice subject to the full delivery of ordered goods, and payment terms as per the contractual agreement.

9. Scope of Service

Please specify any special offers for the three-year contract.

I. Insurance Coverage

The vendor should have Insurance coverage for any loss or damage of customer's consignments.

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.

10. 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.

11. 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.

12. BASIC BUSINESS COMPULSORY REQUIREMENTS

- i. Company Profile.
- ii. Business 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 who will be engaged with the Authority.

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.

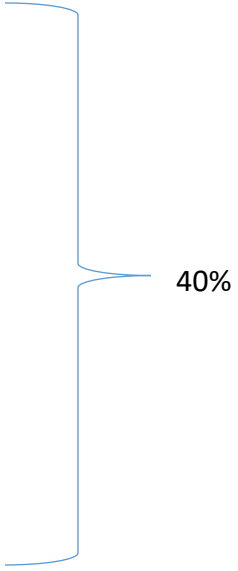
13. ASSESSMENT CRITERIA

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 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 who will be engaged with the Authority.</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. • 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%

Specifications – 40%	Percentage (%)
<p>With reference to the above Scope of Works - Part B:</p> <p>The submission must include the following:</p> <ol style="list-style-type: none"> 1. The Authority shall utilize the services the successful supplier for a period of three (3) years subject to yearly review of supply of fuel. 2. The ability to provide a high standard of fueling service covering all your Branches. 3. Details of the person responsible for Authority's account, the method, regularity of billing and detailing of billing statements. 4. Insurance coverage for any loss or damage of LTA vehicle whilst fueling. 	 <p>40%</p>
Total	40%

Price Factor 30%	Percentage (%)
<p>Services and Charges:</p> <ol style="list-style-type: none"> a) Provisions of Vat Inclusive Prices (VIP) from the following regions: <ol style="list-style-type: none"> i) Central/Eastern ii) Northern Region iii) Western Region b) Any other benefits such as rebate on supply of fuel 	<p>8%</p> <p>8%</p> <p>8%</p> <p>6%</p>
Total	30%