



RFP 01/2021

TERMS OF REFERENCE

**Request for Proposal- Supply of
Wheel Tax Sticker**

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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PART A - RULES GOVERNING THIS REQUEST FOR PROPOSAL (RFP)

1.0 PURPOSE OF ENGAGEMENT

The Land Transport Authority (LTA) is seeking proposals from reputable and experienced vendors to provide submissions for Wheel Tax Stickers.

2.0 NO CONTRACTUAL OBLIGATIONS

This Request for Proposal (RFP) is not to be constructed as a contract between the LTA and the prospective bidder. Nothing in this RFP 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 RFP and the implications of being involved in this proposal process. LTA does not accept responsibility for any misunderstandings arising from the bidder's failure to comply with the above-mentioned process.

LTA will only accept proposals from vendors which are fully compliant with the requirements of the Authority.

LTA will consider non-compliant submissions that fully meet the core requirements of the Authority albeit that a proposal is for an innovative, cost saving proposal based on a proven solution.

LTA only accepts submissions on the condition that the bidder:

- Has examined this RFP 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 submission process and may require re-submission at any given time without explanation

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.

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

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

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 RFP. Any potential or actual conflict of interest that may arise in the performance of their obligations under the RFP must be fully disclosed in writing prior to any submission made to the LTA.

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 RFP, and if so, will promptly notify the Bidder.

The LTA will require all bidders to sign a statutory declaration to the effect that there has not been any collusion with any other bidding entity and that no payments have been made to any LTA Official in the form of a financial consideration, facilitation payments, gifts (solicited or unsolicited). If on investigation the LTA discovers that a corrupt payment or consideration has been made this matter will be reported immediately to the Fiji Independent Commission against Corruption and the Fiji Police under the terms of the Crime Act 2009. Additionally the vendor will be barred from all bidding activity in relation to the supply of goods and services to the LTA forever.

7.0 INQUIRIES BY BIDDER

All inquiries by potential bidders for information should be addressed only to the nominated contact officers named on the proposal 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 RFP.

8.0 SUBMISSION CONTENT

Should a potential bidder find any discrepancy, ambiguity, inconsistency, error or omission in this RFP 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 submit three (3) hard copies in the proposal 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 hard copies (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 Committee will evaluate submissions according to the criteria specified in the RFP.

10.0 LODGEMENT OF PROPOSAL

All submissions must be lodged by **4:00pm Fiji Time on Friday 25/06/ 2021**. Manual submissions must be in a sealed envelope, marked and delivered as follows:

**Management Tender Committee
RFP 01/2021– Supply of Wheel Tax Sticker
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 Proposal 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 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.

15.0 A) i) SCOPE OF WORKS

GENERAL

Land Transport Authority uses Wheel Tax Sticker in order to keep track of registered vehicles and expired vehicles in line with the annual and semi annual vehicle inspection requirement.

Wheel tax Sticker	Quantity
Usage per year	155,573
10% Excess to cater for delivery lead time	15,557
Total	171,130
Round off to closes 1000s	171,000

Wheel Tax Sticker should have the following feature:

1. Provide costed proposals for the incorporation of two security features one of which must be a hologram the second must be an anti-tamper feature which will be manufactured by Vendor however all intellectual property and copyright will reside with the LTA
2. Artwork with carrier size of 297mmX210mm (LTA (FIJI) Logo)
3. LTA Logo with colour changes as required
4. Need to setup artwork proofs and printing plate upon LTAs request for amendment on the carrier sheet / Label.
5. To be printed on 90gsm security cheque paper (watermarked), printed in 3 colours on the front and 3 colours on reverse.
6. Spot release varnish with 2 horizontal perforation and 2 kiss cut panels on carrier behind label, Carrier size is 297mmX210mm
7. Label 78mm X 108mm (78mm X 108mm existing Size) Printed in 3 colours plus adhesive and back printed opaque white, and 2 spot colour.
8. Adhesive to be developed for the weather condition suited for Fiji.
9. Carrier sheet and Wheel tax Label to be serial numbered accordingly.
10. LTA will own the trademark for hologram and will provide the copyright approval for hologram to vendors to manufacture wheel tax Label.
11. Delivery timeline will be 5 weeks from the date of approving the artwork
12. Vendors to mention in the Submission and agree with the below copyright condition:
 - Hologram Copyright
 1. Assigning copyright - Land Transport Authority is assigned all rights in the hologram and all contributing artwork stages in its creation.
 2. Retaining copyright - Land Transport Authority retains copyright in the hologram and all contributing artwork stages in its creation.
 3. Splitting copyright - Land Transport Authority retains copyright in the hologram but awards copyright in the artwork made for the hologram to the Vendors

*Front Prints Mirror Image



NOT VALID UNLESS LABEL IS STAMPED AND PAYMENT CLEARED

Road Safety
is your
Responsibility



IF ANY OF YOUR VEHICLE OR
PERSONAL DETAILS CHANGE PLEASE
ADVISE THE NEAREST LTA OFFICE
THIS WILL HELP THE LTA SERVE YOU BETTER

*Front Prints Mirror Image



Label Size: 104 x 78mm

*IF PDFs NOT DISPLAYING CORRECTLY PLEASE DO FOLLOWING IN ADOBE READER: "CONTROL K" - OVERPRINT PREVIEW - SELECT "ALWAYS"

ARTWORK APPROVAL									
<p>All work has been taken to ensure the artwork is accurate and meets your requirements. Please check every aspect of this proof thoroughly as United Labels cannot be held responsible for any in-corrections or errors once approved by you. The colours on this proof are an indication only. Please refer to Pantone Book for accurate colour.</p>									
Process Label 1	Process Label 2	Process Label 3	Process Label 4	Process Label 5	Process Label 6	Process Label 7	Process Label 8	Process Label 9	Process Label 10
NOTE: Keyline Indicated Die Shape Only									
Comments: _____									
CLIENTS SIGNATURE _____					DATE _____				

PROOF NUMBER
2
UNITED CODE
S1_40_1

Vehicle Registration Notice
T.I.N: 60-01440-0-5

Registration Number

Registration Expiry Date

Permitted Use

Vehicle Make

Year of Manufacture

Chassis Number / VIN

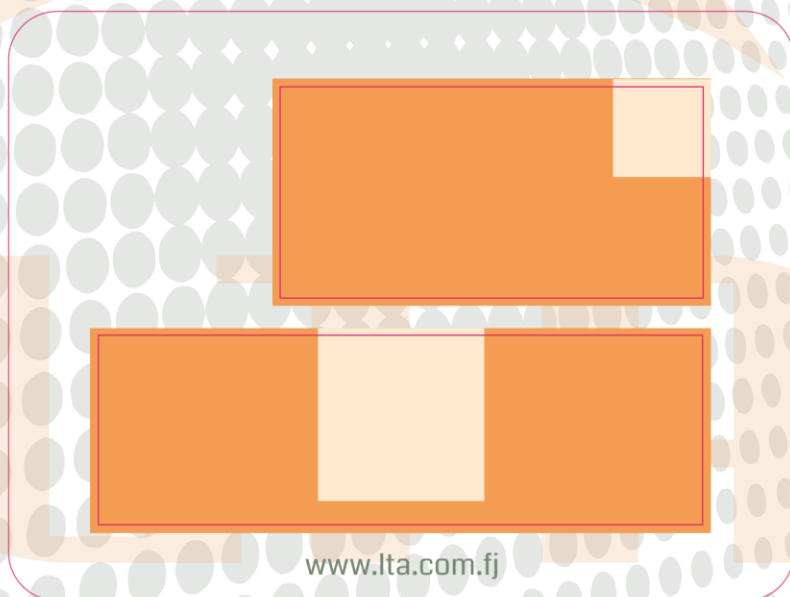
Engine Number

Engine Capacity

☐

WHEN BOX IS TICKED, VEHICLE IS SUBJECT TO A LEASE, HIRE PURCHASE OR MORTGAGE AGREEMENT

NOT VALID UNLESS LABEL IS STAMPED AND PAYMENT CLEARED



The above Notice is an important document and should be carried in the vehicle

The LTA may charge a fee to replace a lost or damaged Notice

IT IS A SERIOUS OFFENCE TO DRIVE AN UNREGISTERED VEHICLE OR ALLOW ANOTHER PERSON TO DRIVE AN UNREGISTERED VEHICLE OWNED BY YOU

Land Transport Authority – Safety Tips

Transfer of Vehicle Ownership

To transfer the ownership of a vehicle

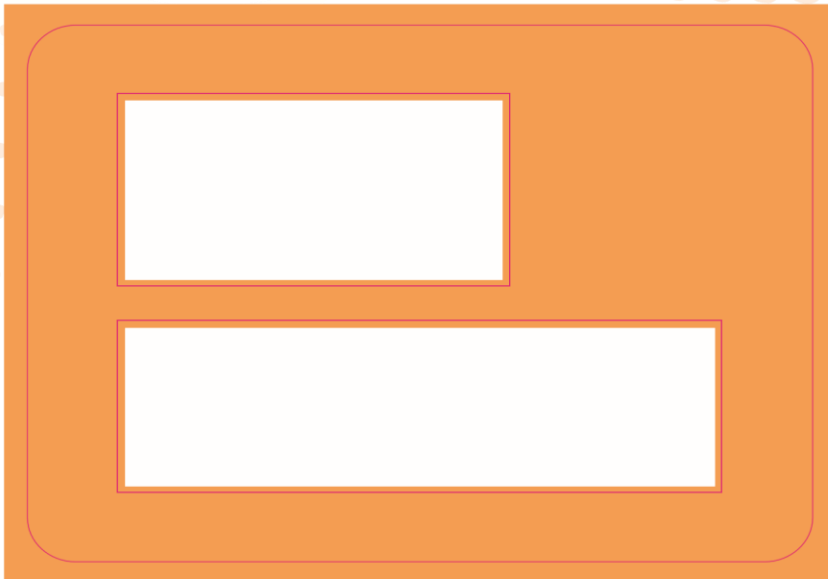
The seller must complete the LTA vehicle transfer form (available at any LTA Office) and attach the Registration Certificate. Also approval from any financier (Bank etc) if vehicle is under any Financial Interest

The buyer must complete the transfer form and submit it to LTA with a valid Third Party Policy in the Buyer's name.

A transfer fee and any arrears are payable, before LTA will process the transfer.

Until the transfer is processed by the LTA the vehicle remains in the seller's name and he/she may be liable for any traffic offences.

Please note: ensure that the transfer form has the buyer and sellers true bonafide signatures, as the signatures will be verified against the LTA computerised records. It is a serious offence to forge signatures.



PEEL HERE SLOWLY

Your new Registration Label must be affixed immediately after payment is made

The Label is SELF ADHESIVE and should be placed at the top left hand corner on the inside of your vehicle's windscreen after you have removed the old label(s) and cleaned the glass

Carefully peel the label from sheet MAKING SURE THAT THE ORANGE PANELS STAY ON THE LABEL.

When your vehicle registration needs to be renewed

Bring your vehicle to the LTA with a 3rd Party Insurance Policy valid for the period that you wish to renew the registration for (6 or 12 months)

First go to the Licensing Office to apply and pay for your inspection (if applicable)

Please Note that the LTA may refuse to accept cheques without adequate proof of identity

PLEASE NOTE

In any of your personal details change, for example your name or postal address, please notify the Licensing Office next time you visit the LTA and they will update your records.

The LTA must also be informed if any of your vehicle details change, for example engine, color or body modifications

16 (A) i – Non-Compliant Solution which provides value for money, cost savings and meets all the core essentials outlined in 15.A (i)

The Authority will consider a non-compliant bid for an alternative solution which meets the core essentials of security, cost and ease of production together with ensuring the integrity of the Wheel Tax System and provides three case studies to support such. Vendors must set out in detail their non-compliant proposals including a full proposal costings etc. Failure to do so will result in a non-compliant proposal being disallowed.

ii. CONFIDENTIALITY

Vendors must treat all documents and information provided by LTA including this RFP, 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 RFP 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 who offers value for money and a cost effective solution.
- ii. LTA may cancel this RFP 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.

i) EVALUATION CRITERIA

a) BASIC SUBMISSIONS COMPULSORY REQUIREMENTS



- i. Company Profile
- ii. Business License & Registration
- iii. Tax Compliance Certificate
- iv. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

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 60%**
 - i. Qualifications & Experience – 20%
 - ii. Specification – 40%
- 2. Price Factor 40%**

Evaluation Criteria	
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 (if local) or equivalent Compliance Certification for overseas bidders

1. Non Price Factor 60%	Percentage (%)
<p style="text-align: center;">Qualifications & Experience – 20%</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 1/2 page and; • The Authority will consider a non-compliant bid for an alternative solution which meets the core essentials of security, cost and ease of production together with ensuring the integrity of the Wheel Tax System and provides three case studies to support such. • 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. 	<div>  <div>10%</div> </div> <div>  <div>10%</div> </div>
Total	20%

1. Non Price Factor 60%	Percentage (%)
<p>Specification - 40%</p> <p>With reference to Scope of Works - Part B:</p> <p>Wheel Tax Sticker should have the following feature:</p> <ol style="list-style-type: none"> 1. Artwork with carrier size of 297mmX210mm (LTA (FIJI) Logo) 2. LTA Logo with colour changes as required 3. Need to setup artwork proofs and printing plate upon LTAs request for amendment on the carrier sheet / Label. 4. To be printed on 90gsm security cheque paper (watermarked), printed in 3 colours on the front and 3 colours on reverse. 5. Spot release varnish with 2 horizontal perforation and 2 kiss cut panels on carrier behind label, Carrier size is 297mmX210mm 6. Label 78mm X 108mm (78mm X 108mm existing Size) Printed in 3 colours plus adhesive and back printed opaque white, and 2 spot colour. 7. Adhesive to be developed for the weather condition suited for Fiji. 8. Carrier sheet and Wheel tax Label to be serial numbered 9. Provide security option in hologram feature 10. LTA will own the trademark for hologram and will provide the copyright approval for hologram to vendors to manufacture. 11. Delivery timeline will be 5 weeks from the date of approving the artwork 12. Vendors to mention in the Submission and agree with the below copyright condition: <ul style="list-style-type: none"> • Hologram Copyright 13. The Authority will consider a non-compliant bid for an alternative solution which meets the core essentials of security, cost and ease of production together with ensuring the integrity of the Wheel Tax System and provides three case studies to support such. <p>(Please note the vendor will receive points if they agree to provide above feature in submission.)</p>	<p>40%</p>
Total	40%

2. Price Factor 40%	Percentage (%)
<p style="text-align: center;">Cost Proposal 40%</p> <p>All prices proposed should be separated by all the following:</p> <ul style="list-style-type: none"> - Cost for 171,000 Wheel Tax Sticker - Supplier must agree that prices are vat inclusive - Price Validity for 3 years 	<p style="text-align: center;">30%</p> <p style="text-align: center;">5%</p> <p style="text-align: center;">5%</p>
Total	40%