



2010 ANNUAL REPORT SPECIFICATIONS

DESIGNING AND PRINTING

1 TENDER OBJECTIVES

- FNPf invites written tenders from reputable designing companies for the production of the 2010 Annual Report in accordance with FNPf Tender Policy approved by the FNPf Board of Directors.
- The tenders will provide a pool of graphic designing companies for consideration by the FNPf Tender Committee on production of the 2010 Annual Report.
- The tender is for the designing and printing of the 2010 Annual Report only.

2 TENDER METHODOLOGY

- The means of advertising the Tender, accepting the sealed submissions and assessing the submissions shall be done in accordance with the FNPf Board-approved ***Procurement Policy***
- Signed and sealed submissions in hard copy format must be deposited into the Tender Box provided in the lift lobby on Level 3, Provident Plaza, Podium 2 no later than 4:00pm on Friday 9nd July 2010. The sealed envelope should be addressed to:
The Tender Committee
Fiji National Provident Fund
Private Mail Bag
SUVA

Public Relations Officer Barry Jione is responsible for providing copies of the Scope of Works and Tender Specifications, and Checklist upon the request of interested individuals. The distribution may be by electronic soft copy (email), facsimile, post or uplifted as a hardcopy document from FNPf Public Relations Department at Provident Plaza, Podium 2, Level 3.

Contact: Public Relations Officer
Barry Jione
Email: BarryJ@fnpf.com.fj
Direct line: 323 8312 or Mobile: 871 3064
Fiji National Provident Fund
Private Mail Bag
Suva

Public Relations Officer Barry Jione is also responsible for answering any queries regarding the form or content or intent of the Tender Scope of Works and Specifications, and Checklist during the tender period.

Contact: *as stated above*

- Assessment of the Tender submissions shall be undertaken in a private review conducted by the FPNF Tender Evaluation Committee as appointed by the Chief Executive Officer in accordance with FPNF Board-approved policies. The Evaluation Committee shall submit a report with recommendations to the Chairperson of the Tender Committee for the necessary action.
- Assessment of all submissions shall be made without unreasonable delay after the closing date. Applicants shall be informed in writing of the outcome of the assessment.
- FPNF reserves the right to accept or reject any submission without liability or obligation to the applicant individual or company.

3 ASSESSMENT CRITERIA

The FNPF Tender Evaluation Committee will assess the following factors that should be addressed in each Expression of Interest:

	FACTOR	POINTS RATING
1	Technical skills, resources and prior experience on Graphic Designs (past jobs by Graphic Artist, job references, etc)	20
2	Compliance with the FNPF Act (FNPF Employer registration number)	15
3	Past Performance on FNPF graphic design jobs	15
4	Financial capacity & Credit rating (Year 2009 Income & Expense Statement; Bank references)	15
5	Public Indemnity & Workman's Compensation Insurance Covers (certified copies of cover notes)	15
6	Qualifications of key graphic artist (copies of Certificates in Graphic Design; membership etc)	10
7	OHS Organization and Implementation (copy of Workplace Registration certificate)	10
	MAXIMUM POSSIBLE RATING	100

It is the applicant's responsibility to address each of the mandatory factors numbers 1 – 7 in the Tender submission.

4 FORM OF TENDER SUBMISSION

Covering letter on company letterhead signed by Company Director / Partners / Sole Proprietor

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- **Postal Address**
- **Business Address**
- **Telephone & Facsimile numbers; email address**
- **Names of Company Directors / Partners / Sole Proprietor**
- **TIN Number plus copy of VAT registration**
- **Copy of Company Business Licence**
- **Certified copy of Income Tax Withholding Certificate (if applicable)**

- **Declaration of Interest** (if related by birth or marriage to any FNPF officer)

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- **A STATEMENT ADDRESSING EACH OF THE ASSESSMENT FACTORS INDICATED IN SECTION 3 with COPIES OF THE RELEVANT DOCUMENTS IN SUPPORT OF THE STATEMENT.**