



Tender Proposals

PREFERRED SUPPLIERS FOR STATIONERY SUPPLIES

Fiji National Provident Fund invites proposals from qualified LOCAL Companies to provide Stationery Supplies to the Fund, as per attached scope of works/Stationery List. Completed proposals with proposed cost for individual Stationery Item (VIP) must be signed, sealed and dropped in the Tender box provided at the FNPf Head Quarters, Level 3 – Provident Plaza 2, 33 Ellery Street, Suva.

All proposals must to be addressed to:

Confidential – Preferred Suppliers for Stationery Supplies

The Tender Committee A
Fiji National Provident Fund
Level 3 Provident Plaza 2
33 Ellery Street
Suva, Fiji Islands

Proposals Due: No later than 4:00 p.m. on Tuesday 29th June, 2010.

All questions and inquiries regarding this Tender should be addressed to Mrs. Sarika Narayan on telephone 323 8274 or e-mail: SarikaN@fnpf.com.fj during business hours, including tender specifications related enquiries.

Late Tender Proposals Will Not Be Accepted. The Fund reserves the right to negotiate with anyone or all bidders.

Administrative Information

1. Purpose of this Tender

The Fund invites proposal(s) from qualified LOCAL companies for Provision of Stationery Supplies. The Fund intends to select a group of Preferred Suppliers for Stationery Supplies.

All approved suppliers will sign a Memorandum of Understanding (MOU) with the Fund for three (3) years term and provide Stationery Supplies at the same cost submitted during the Tender process for the duration of the agreement.

2. Coordinating Departments

Prior to Award of Tender

The Fund's Administration & Procurement Section (contact listed below) is responsible for coordinating this Tender.

- i. Contact: **Acting Manager Administration & Procurement**
Mr. Jovilisi Sovita
Email: JovilisiS@fnpf.com.fj
Fiji National Provident Fund
Level 3, Provident Plaza 2,
Suva, Fiji.
Telephone: (679) 323 8458

- II. Contact: **Team Leader Administration & Procurement**
Mr. Nitendra Singh
Email: NitendraS@fnpf.com.fj
Fiji National Provident Fund
Level 3, Provident Plaza 2,
Suva, Fiji.
Telephone: (679) 323 8462

b. After Award of Contract/Prior to Execution of Agreement

The Fund's Legal Services and Administration & Procurement Section will be responsible for coordinating, negotiation and execution of the Agreement. The Fund reserves the right to negotiate the contract including the price with one or all bidders.

c. After Execution of Agreement

The Fund's Administration & Procurement Section is responsible for Administration of Company's contract, supply and administers the adherence of the lead time. The tendered items are seen as very critical for the operation of the day to day business and the important aspect of this contract is the ability of the supplier to maintain the lead time.

3. Background Information

The Fiji National Provident Fund is a compulsory superannuation scheme that has been in existence in Fiji since 1966, with three offices (located in Suva, Lautoka and Labasa) and the agency centers located throughout Fiji. The Fund has approximately 320,000 members, more than 5000 registered employers and 300 staff members throughout the country.

4. Evaluation Committee

The Fund's Evaluation Committee will carry out the assessment of all bidders. The Evaluation Committee will include, but not be limited to, the members of the Tenders Committee, that consist of Executive Managers, Managers and staff from Technology, Administration, Finance and Operations business units.

5. Administrative and Technical Questions

a. Administrative Questions

Administrative questions may be requested on telephone or in writing to the contact listed in paragraph 2(a) above. E-mail and fax are acceptable; e-mail is preferred.

b. Specification related Questions

All specification related questions must be referred to Nitendra Singh in writing on or before closing date of the Tender. E-mail and fax are acceptable; e-mail is preferred.

c. All communications during the Tender period and during actual supply should be directed to the Fund's Administration & Procurement Section.

6. Due Date for Tender

Proposals must be submitted to the attention of The Tender Committee, at the address provided above by **Tuesday 29th June, 2010**, no later than 4:00pm in the afternoon. In the interest of fairness to all participants, no extensions or exceptions will be permitted.

7. Proposal for Tender

Proposals must include the following:

a. Proposal on Company Letterhead

To be signed by a corporate officer of Company or Companies.

b. Company Profile:

State about your Company profile, background, history, experience and Capability.

c. Company's Delivery Timeline

This section will be used in the Fund's Evaluation Committee assess the proposed lead time for the supply of goods.

d. Company's Cost Proposal:

This section will be used in the Fund's evaluation committee as the basis for the general evaluation based on the proposed rate/cost for three years.

e. FNP Compliance:

Compliance with FNP Contributions by all bidders will be assessed by the Evaluation Committee.

e. Public Liability Insurance Cover:

All bidders are required to submit Public Liability Insurance Cover.

f. Business License and Vat Registration Certificate:

All bidders are required to submit their Business license and Vat registration Certificate.

8. Selection Criteria

a.	General Qualifications	35%
	<ul style="list-style-type: none">- Company's profile background and history- Business License- Vat registration Certificate- FNPf Compliance- Public Liability (PL) Insurance Cover	
b.	Proposed lead time	25%
	<ul style="list-style-type: none">- Ability to deliver & expertise- Timeliness of delivery- Customer references- Experience & Capability- Financial Viability	
c.	Cost Proposal	40%
	The proposed costs for individual Stationery items for a three year term.	
	Total	100%

9. Tender Procedures and conditions.

- a. The Administration Section maintains a control list of all potential Bidders.
- b. The Fund will select the company(s) that provides the best timely supply (lead time), low cost, evidence of financial viability, has expertise in the area and maintains a good customer relations base.
- c. The Fund reserves the right to amend this Proposal. The Fund reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this Tender, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Fund. The Fund reserves the right to request for additional information from any bidder. The Fund reserves the right to award negotiated agreements to one or more Companies.
- d. This tender is not intended and shall not be construed to commit the Fund to pay any costs incurred in connection with any proposal or to procure or contract for any services.
- e. The decision to select supplier shall be based on Company's ability to provide quality services and products and to comply with all applicable laws, rules and regulations, including without limitation to the local laws.
- f. The award of any contract will be made as judged to be in the best interest of the Fund. The final selection of the company will be made by the Fund's Tender Committee.
- g. The Legal Services Section acts as counsel to the Evaluation Committee, but does not vote in the selection process.
- h. Each Proposal will be examined to determine whether it is responsive to the requirements of this Tender. All responsive proposals will be evaluated in accordance with the criteria set forth herein.
- i. The Fund is under no obligation to contact companies for clarifications, but it reserves the right to do so. Depending on the number and quality of the Tenders submitted, the Fund, at the sole discretion of the Tender Committee, may elect to interview all or some of the companies during the selection process and to request presentations, including demonstrations of products and services.

