

FIJIAN ELECTIONS OFFICE

Provision of Vehicle Hire Services 2022 General Elections (RE-ADVERTISED)

Expression of Interest (EOI) (02/2022) Request for EOI

Closing Date: 4.00pm 22nd April 2022

ABOUT FIJIAN ELECTIONS OFFICE

The Fijian Elections Office (FEO), is a statutory organization established under the Electoral Act 2014. The Fijian Elections Office's vision is to be recognized as a professional institution that conducts fair and credible Elections broadly representing the will of the Fijian people.

INTRODUCTION

The Fijian Elections Office wishes to engage the services of reputable individuals/companies according to the respective divisions as their transport services provider to be used during the preparation of and during election period

The Fijian Elections Office wishes to invite reputable rental/hire companies or those that are in the business of providing transport services, to submit expressions of interest for the provision of transport services.

OBJECTIVE

An accepted proposal should provide the following;

- Company Profile;
- Provide guarantee of safe vehicles;
- Promotes innovation and continuous improvement; and
- Achieve value for money in expenditure of public funds

EOI COORDINATOR

Upon release of this EOI, all Bidder communications concerning this EOI must be directed to the EOI Coordinator listed below;

Ravneel Prasad
Manager Procurement
Fijian Elections Office
59 -63 High Street, Toorak,
Suva
Email: ravneel.prasad@feo.org.fj

Please use the **EOI Reference Number and Title in all communications with the EOI Coordinator.**

Unauthorized communication regarding this request with Fijian Elections Office employees or representative may result in disqualification.

Any oral communications will be considered unofficial and non-bidding on Fijian Elections Office. Bidders should rely only on written statements issued by the EOI Coordinator. All communications and information to be provided electronically.

ENSURING THE SUCCESS OF THE LONG-TERM PARTNERING RELATIONSHIPS

Executive and Management level commitments between tenderer and the FEO need to be in place to provide the framework for a long-term partnership. Partnering principles will be clearly articulated in the contract document and tenderer's alignment with the principles will be an important part of the evaluation process. The partnering principles include:

- Direct executive oversight and involvement;
- Competitive pricing and predictability of on-going costs and expenses;
- Committing empowered executives to support the partnership;
- Ensuring proper alignment of accountability and responsibility for the relationship;
- Committing quality resources to support the partnership; and
- Protecting the FEO's long term investment in the solution.

VENDOR INSTRUCTIONS

Proposal Responses: The FEO must receive responses to this EOI no later than the date specified in the advertisement. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this EOI.

Vendors must submit one (1) original proposal with authorised signatures to the following address:

“EOI 02/2022 – Provision of Vehicle Hire Services “

The EOI Board,
Fijian Elections Office.

Expression of Interests should only be emailed to tenders@feo.org.fj. **There shall be no acceptance of Hardcopy submissions.**

Once the EOI is closed, bidders may be required to provide further information related to the vehicle hire. All communications and information to be provided electronically.

EOI Amendments – The FEO reserves the right to request clarification on any proposal or to ask bidders to supply any additional material deemed necessary to assist in the evaluation of the proposal. The FEO also reserves the right to change the EOI schedule or issue amendments to the EOI at any time and also reserves the right to cancel or reissue the EOI.

Rejection of Proposals – The FEO reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interests of the FEO.

Proposal Validity Period - Submission of a proposal will signify the vendor's agreement that its proposal and the contents thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the FEO and the successful vendor.

Disclaimer – The FEO reserves the right to consult with external experts on any submissions and accompanying documentation.

Non-Obligation – Receipt of submissions in response to this EOI does not obligate the FEO in any way. The right to accept or reject any submission shall be exercised solely by the FEO. The FEO shall retain the right to abandon the EOI process at any time prior to the actual execution of a contract with a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment

SCOPE OF REQUIRED SERVICES

1. BACKGROUND

The Fijian Elections Office will be conducting General Elections in 2022 and hereby invites rental, hire companies and vehicle owners to submit their expression of Interest for hire of vehicles. The FEO will hire vehicles in the following categories:

- 4 x 4 twin cabs
- 3 tonne trucks - with secure lockable canopy or box truck

2. EVALUATION CRITERIA

The Vehicle specifications has to meet the following criteria in order to be considered;

4 x 4 twin cabs

- a. A reliable & robust 4x4 vehicle that is capable of running on all terrain roads of Fiji with the following features;
 - LTA approved vehicle with current fitness;
 - Road Safety Kit – Fire extinguisher, First aid kit, Torch, Road triangles or cones for breakdown;
 - Heavy vehicles must be fitted with an audible reversing alarm.
- b. A vehicle that is well maintained that does not hinder the purpose of travelling;
- c. A vehicle that is well secured and has an effective alarm system;
- d. A vehicle that has the capabilities of carrying at least minimum of four(4) passengers apart from the driver of the vehicle;
- e. The vehicle to be daily vacuumed and washed before reporting to the base station;
- f. A vehicle with an effective air-con system;
- g. A vehicle with a pleasant smell with an effective air-freshener;
- h. A vehicle with a proper first aid kit and proper backup tire;
- i. A vehicle with a luggage carrying tray which is well secured from the weather (Rain, Sun, Wind) and theft.

3 tonne trucks

- a) A reliable & robust 3 tonne truck that is capable of running on all terrains roads in Fiji with the following features;
 - 1. LTA approved vehicle with current fitness;
 - 2. Road Safety Kit – Fire extinguisher, First aid kit, Torch, Road triangles or cones for breakdown;
- b) A vehicle that is well maintained that does not hinder the purpose of travelling;
- c) A vehicle that has the capabilities of carrying at least minimum of two(2) passengers apart from the driver of the vehicle;
- d) The vehicle to be daily vacuumed and washed before reporting to the base station;
- e) A vehicle with a pleasant smell with an effective air-freshener;
- f) A vehicle with a proper first aid kit and proper backup tire;
- g) Preference for Box Truck or with Canopy carrying tray which is well secured from the weather (Rain, Sun, Wind) and theft.

3. DRIVER DETAILS/REQUIREMENTS

The vehicle may be required to be accompanied by an authorized driver by the owner of the vehicle or the owner himself and has to meet the following criteria in order to be considered;

- a) The driver to be Fully vaccinated and meet all the COVID 19 protocols
- b) The driver to have a full valid driving license and a defensive driving certificate that is valid for more than a year. Please note that Provisional drivers will not be permitted to carry FEO officials;
- c) The driver to abide by the Land Transport and Authority rules and regulation;
- d) The driver to be dressed in a proper attire whilst driving. Preferred business smart dressing;
- e) The driver to maintain a professional attitude whilst carrying FEO Officials and conducting or assisting with electoral work.
- f) The driver to maintain a working cell-phone that is effective for receiving of phone calls from required passengers.
- g) The drivers must maintain confidentiality of information/matters that they may get access to.

4. FUEL DETAILS/REQUIREMENTS

The vehicle to be maintained at full tank before reporting to base station to prevent any hindrance from stopping over at service stations for refuel.

5. WORKING HOURS

Each driver should not work more than eight (8) hours per day. If there is a need for the vehicles to be used longer than eight (8) hours, backup drivers should be available. This is to prevent drivers from getting fatigued and also minimizes the probability of getting into an accident.

6. INSURANCE DETAILS

Apart from mandatory third-party cover for hire vehicle, preference for vehicle hire will be given to companies/individuals that maintain a commercial insurance cover for the intended duration of drive.

7. MANADATORY REQUIREMENTS (Refer Appendix 1)

The mandatory documentation requirements;

- a) A covering Letter to explain how you meet the above mentioned criteria;
- b) Bank Statement details(Branch, Account Number)
- c) MPAISA Details
- d) FNPF valid Letter;
- e) Tin Letter or copy of the joint TIN/FNPF identification card;
- f) Driving License Copy (All drivers assigned to Vehicle including backup drivers);
- g) Third Party Copy;
- h) Commercial insurance cover (*Not mandatory but preference of hire will be for owners that maintain a commercial insurance cover*) ;
- i) Defensive Driving Certificate (DDC) Copy of the driver.

8. CONTRACT DOCUMENTS

All successful candidates will have to enter into a contractual agreement offered by the FEO with the terms and conditions stated in this EOI.

9. TAX COMPLIANCE

Payments to service providers shall me made in accordance with the applicable laws available on the official FIRCA website.

APPENDIX 1-MANDATORY REQUIREMENTS

1. VEHICLE COMPANY/INDIVIDUAL DETAILS

All companies/individuals must fill in their details as all fields are compulsory. Please note that this detail have to be filled in correctly as same will be used to draft contractual documents and proceed with payments in the event of an award. FEO will hold no liability of whatsoever nature for any information provided in this table which is incorrect.

| <u>COMPANY/PERSONAL DETAILS</u> | |
|---|--|
| 1. Full Name of Owner/Company: | |
| 2. Make of Vehicle & # of vehicles bidding | |
| 3. Year Model | |
| 4. Mailing Address: | |
| 5. Mobile Number: | |
| 6. E-mail Address: | |
| 7. Driving License Number: | |
| 8. Defensive Driving Details: | |
| 9. Tax Identification Number | |
| 10. Business Registration Number | |
| 11. Division Applying (Central, Eastern, Western, Northern)- Please state | |
| <u>BANK DETAILS</u> | |
| 1. Name of Bank : | |
| 2. Branch Number: | |
| 3. Bank Account Number: | |
| <u>M-PAISA DETAILS</u> | |
| Full Name of M-Paisa Account | |
| Mobile number Registered | |
| Any other details | |

2. Driver/ Details

The driver details should be the authorised persons allocated to drive the vehicle and insured under the respective commercial motor vehicle insurance policy. The copies of the driving license and DDC certificates to be provided with the proposal.

| <u>DRIVER'S DETAILS</u> | | | |
|------------------------------|-----------------|-----------------|-----------------|
| | <u>Person 1</u> | <u>Person 2</u> | <u>Person 3</u> |
| 1. Full Name: | | | |
| 2: Driving License Details | | | |
| 3. Defensive driving Details | | | |
| 4. Vaccination Details | | | |
| 5. Mobile Number | | | |

3. Price Proposal

To offer price per day (*24 Hours Engagement*) which should include driver's pay and fuel charges and any other costs associated for delivery of this service. The FEO will not be liable to make payments of any other costs apart from below rates:

| VEHICLE TYPE | RATE PER DAY (Including driver and fuel) |
|----------------|--|
| 4 x 4 Twin Cab | \$350.00 per Day (Maximum) |
| 3 Tonne Truck | \$500.00 per day (Maximum) |

4. Declaration

Senders are to tick the mandatory documentation checklist only if they have provided the documents. Non-complying with the mandatory documentation shall not be considered any further during evaluation stages.

| <u>Mandatory Document</u> | <u>Tick-Compliance / Cross- Non-Compliance</u> |
|--|---|
| Covering Letter | |
| Bank Statement details(Branch, Account Number) | |
| MPAISA Details | |
| FNPF Letter | |
| Tin Letter or copy of the joint TIN/FNPF identification card | |
| Driving License Copy (All drivers assigned to Vehicle); | |
| Third Party Copy | |
| Comprehensive Insurance Document (<i>Not mandatory but preference of hire will be for owners that maintain a commercial insurance cover</i>) | |
| Defensive Driving Certificate (DDC) Copy of the driver | |

RENTAL DETAILS

I, _____ (Full Name) of _____ (Company) located at(Address)_____ solemnly agree/accept the terms and conditions set out in this document & any route assigned to the above mentioned vehicle in the division stated above. I will deliver services as per agreed daily hire rate set by the FEO.

Signed at _____(Day) on this the _____ (Date) of _____(Month),2022.

Signature: _____

For and on behalf of: Renter

(Duly authorized thereto) Witness (Name & Signature): _____