

FIJIAN ELECTIONS OFFICE

Hire of Containers

Request for Proposal (RFP) (02/2022)

Request for Proposal

Closing Date: 4pm Friday 22nd April, 2022

About Fijian Elections Office

The Fijian Elections Office (FEO), is a statutory organisation established under the Electoral Act 2014. The Fijian Elections Office's core business activity is delivery of fair and credible elections in Fiji.

Introduction

The Fijian Elections Office wishes to engage the services of individuals or business firms for the hire of 20-footer shipping containers for the upcoming 2022 General Election.

Purpose

The Fijian Elections Office is releasing this Request for Proposal (RFP) to invite individuals/business firms to submit proposals for the hire of 20-footer shipping containers for the upcoming 2022 General Election.

Objectives

An accepted proposal should provide the following:

- Ensure timely delivery of goods and services
- Promotes innovation and continuous improvement
- Achieve value for money in expenditure of public funds

Proposal Coordinator

Upon release of this Request for Proposal, all bidder communications concerning this proposal must be directed to the Secretariat, Proposal Board as listed below.

Ravneel Prasad

Manager Procurement and Asset Management

Fijian Elections Office

59 -63 High Street, Toorak,

Suva

Email: ravneel.prasad@feo.org.fj

Please use the **s Reference Number and Title in all communications with the RFP 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 RFP Coordinator. All communications and information to be provided electronically.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and Management level commitments between proposer 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 proposer'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 RFP 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 RFP.

Vendors must address their proposals to the following address:

**“RFP – Request for Proposal 02/2022 – Hire of Containers
The Tender Board,
Fijian Elections Office.**

Proposal submissions should only be emailed to tenders@feo.org.fj. Hardcopies of proposal submissions **WILL NOT** be accepted.

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

RFP 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 RFP schedule or issue amendments to the RFP at any time and also reserves the right to cancel or reissue the RFP.

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 RFP 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 Proposal 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

Non-Exclusive- This proposal is non-exclusive and the FEO reserves the right to accept all or part of the vendor's proposal bid proposal for award purposes. Vendors are to carefully put in final VIP Cost of delivering to and from areas as requested.

REQUIREMENTS FROM BIDDERS

The Fijian Elections Office is seeking to hire 20 Footer Shipping containers from individuals or businesses for use during the upcoming 2022 General Election. These containers will be used for storage of materials in the Central, Western and Northern Division.

Bidders are to provide the following with their proposal submissions:

1. Name of Owner
2. Tin Letter
3. Exact Location of Container
4. Proposed hire charge in VIP dollars per day
5. Number of Containers
6. State whether containers meet the conditions described below with pictures

MINIMUM SPECIFICATION OF A 20 FOOT CONTAINER (FEO Preference)

- Portability - 20-foot containers should be the standard and thus transporting them should be to compliance to the latest safety standards.
- Durability - containers should be made from high-quality steel, ensuring items are safe and the containers last a long time.
- Size - The size of 20ft containers provides a lot of storage space for our items, 6.10m long x 2.44m wide x 2.59m high
- Technical design for greater durability & payload
- A robust all-steel construction with corrugated walls for extra strength and regularly supervised inspection
- procedure
- Heavy duty marine timber flooring.
- Heavy duty wide opening doors (270 degrees) for easy access.
- Floor lashing points for securing goods.
- Forklift pockets for handling and mobility.
- Intact seals and 'free and easy' doors.
- Technical design for greater durability & payload greater cargo safety through additional lashing points
- No dent and leakage with no rust
- Twist lock slot to be in workable condition

- Check that locking bars and mechanisms are intact, in good working order, are not damaged and cannot be easily removed or tampered with.
- Front wall check that blocks and vents are visible, check that there are no holes or cracks in the wall
- Check that there are no sharp edges or protrusions that could damage the cargo.
- Ceiling/roof check for unusual repairs to structural beams, check that there are no holes or cracks in the walls.
- Floor check for any unusual repairs, check that floors are flat – there should be no steps in the floor, check that the floor is not damaged, there should be no protrusions, such as nails, that could damage the cargo