

FIJIAN ELECTIONS OFFICE

SALE OF MOTOR VEHICLES

Request for Tender (RFT) (01/2023)

Request for Tender

Closing Date: 4pm Friday 10th March, 2023

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.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite individuals or companies for the sale of FEO motor vehicles to submit tender.

Submission

An accepted tender should provide the following:

- The sale is on “as is where is” basis
- All tenders are EXCLUSIVE of VAT.
- The lowest bid will not necessarily be accepted as the successful bid.
- The successful tender is expected to be notified accordingly within 14 days.
- For inspection, please contact Transport team in advance on 2237793 or 3316255 during our business hours only (9.00am to 3.00pm).

Tender Coordinator

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

Pramnesh Chand
Procurement and Asset Management Department
Fijian Elections Office
59 -63 High Street, Toorak,
Suva
Email pramnesh.chand@feo.org.fj mobile 9002766

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

Ensuring the Success of the Long-Term Partnering Relationship

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 RFT no later than the date specified in the advertisement. Submission received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFT. Each Tender Sale submission should accompany **a refundable deposit of FID \$500.00** through EFT payable to the Fijian Elections Office. This should be remitted to the following bank account before the closing of tender and a copy of the remittance advice slip is to be submitted together with the tender submission electronically;

Bank : Westpac Banking Corporation
Account Name: Fijian Elections Office
Account Number : 9806549870

For all unsuccessful Tenders, deposit will be refunded to the respective bidders.

Vendors must address their tender sale submissions to the following address:

**“RFT – Tender 01/2023 – “TENDER SALE OF MOTOR VEHICLES “
The Tender Board,
Fijian Elections Office.**

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

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

RFT 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 tender. The FEO also reserves the right to change the RFT schedule or issue amendments to the RFT at any time and also reserves the right to cancel or reissue the RFT.

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.

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 RFT 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 Tender 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 tender is non-exclusive and the FEO reserves the right to accept all or part of the vendor's tender bid proposal for award purposes. Vendors are to carefully put in final VIP price as requested.

REQUIREMENTS FROM BIDDERS

Bidders are to fill and provide the following with their tender submissions:

1. **Appendix 1**-Tender submission electronically; &
2. **Appendix 2**-Price Bid Form.

Vendors that do not submit the required above MANDATORY DOCUMENTS may be deemed as an incomplete tender submission and *may or may not* be considered further.

Additional information

- The deed of sale and any other relevant documents will be drawn in the name of the bidder or as otherwise agreed by the bidder.
- Prospective bidders are encouraged to view the motor vehicles at FEO HQ's Office – Suva before they bid for each item. This will enable them to arrive at the most competitive bids.
- Bids are based on "AS IS WHERE IS CONDITION" and the conditions of the items are not warranted by the seller.
- Any effort by the Bidder to influence the process will lead to automatic disqualification.
- FEO will notify the successful bidder in writing and the successful bidder will be required to make payment within fourteen days (14 days) of notification of sale.
- In the event the successful bidder fails to pay for the item(s) awarded, FEO shall notify, the person who had submitted the second highest bid who will be expected to make payment within fourteen days (14 days).
- Once the payment is received by FEO, the bidder will be expected to sign a sale agreement and undertake to collect the moto vehicles immediately.



Tender Sale for Motor Vehicle

The Fijian Elections Office [‘FEO’] invites tenders for the sale of used FEO vehicles on an “as is where is” basis as per list below:

VEHICLE NO.	YEAR MODEL	VEHICLE MAKE	VEHICLE MODEL	VEHICLE TYPE	CURRENT CONDITION	WHEEL TAX EXPIRY	MILEAGE	LOCATION
JQ739	2018	Mahindra	Pik-UP	Twin-Cab	Mobile	18-08-2023	76000KM	59-63 High St, Toorak



VEHICLE NO.	YEAR MODEL	VEHICLE MAKE	VEHICLE MODEL	VEHICLE TYPE	CURRENT CONDITION	WHEEL TAX EXPIRY	MILEAGE	LOCATION
JQ740	2018	Mahindra	Pik-UP	Twin-Cab	Mobile	17-08-2023	38000KM	59-63 High St, Toorak



VEHICLE NO.	YEAR MODEL	VEHICLE MAKE	VEHICLE MODEL	VEHICLE TYPE	CURRENT CONDITION	WHEEL TAX EXPIRY	MILEAGE	LOCATION
JQ741	2018	Mahindra	Pik-UP	Twin-Cab	Mobile	24-07-2023	71000KM	59-63 High St, Toorak



VEHICLE NO.	YEAR MODEL	VEHICLE MAKE	VEHICLE MODEL	VEHICLE TYPE	CURRENT CONDITION	WHEEL TAX EXPIRY	MILEAGE	LOCATION
JQ742	2018	Mahindra	Pik-UP	Twin-Cab	Mobile	18-08-2023	55000KM	59-63 High St, Toorak



PRICE BID FORM FOR SALE OF MOTOR VEHICLE

Notes to Vendors;

1. Vendors are to strictly follow and fill in the below table as part of the Price bid submission;
2. The sale is on “as is where is” basis.
3. All tenders are INCLUSIVE of VAT.
4. The lowest bid may not necessarily be accepted as the successful bid.
5. The FEO at its sole discretion ‘may’ or ‘may not’ choose to award vendor or vendors on a non-exclusive basis to ensure that the quality and the expectations of the FEO is met, hence vendors are to ensure that the pricing provided is independent in the respective categories mentioned in the table below.

Motor Vehicle Price Bid

Make : Mahindra Year model 2018

	JQ739	JQ740	JQ741	JQ742
Age of Vehicle	4 years 6 month	4 years 6 month	4 years 6 month	4 years 6 month
Stipulated Mileage	76000 km	38000 km	71000 km	55000 km
Total Price Bid VIP	\$	\$	\$	\$

I agree with the terms and conditions laid out in this RFT document and agree to sign a contract with the FEO in the event of an award.

Prices to be valid for a period of two (2) months after the closing date of this tender.

Name of Authorized Representative:

Signature:

Company Stamp if applicable: