

TENDER 3 /2024

TERMS OF REFERENCE

**TENDER FOR SUPPLY OF CLEANING CHEMICALS &
MATERIALS FOR BAF STATIONS & FLEET**

CLOSING DATE AND TIME: Monday, 20/07/24@5pm

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SECTION A

COMPANY BACKGROUND

The Biosecurity Authority of Fiji (“BAF”) was established under the Biosecurity Act 2008. It is deemed a Commercial Statutory Authority as per the Public Enterprise Act 2019.

BAF’s mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect the Fiji Islands against the entry of regulated pests and diseases affecting animals, plants, human beings and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings and the environment in the Fiji Islands;
4. to eradicate, contain or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the biosecurity requirements of the receiving countries;
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animal and plants into, out of and within Fiji and for the facilitation of Trade.

SECTION B

TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
 - To provide prospective Vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
 - To ensure that a consistent level of information is obtained from each prospective Vendor; and
 - To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Proposal (“**RFP**”) for the goods or services as specified for BAF. Vendors are required to respond to this RFP demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions; clearly marked “Tender No: 3/2024 - Supply for Cleaning Materials for BAF Office and Fleet ” must be submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

The Chief Executive Officer
Biosecurity Authority of Fiji
Level 3, FNPF Building
Ellery Street
Suva

4. For those bidders applying outside of Suva, you may send your sealed envelopes via any Postal Agency, to above mentioned address. The Envelopes are to be clearly marked with the Tender Name and Number.
5. Bidders who will hand deliver their applications, are required to complete tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
6. Bidders are required to complete tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
7. All proposals documents must be submitted before or on the closing date and time as indicated in the RFP document. Late, e-mailed proposals will not be accepted. BAF reserves the right change the closing date and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
8. In the event of any problems with the delivery of the proposals, vendors should please contact the Secretary to Tender Committee on the following number 8919-734.
9. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.

10. All enquiries relating to the RFT should be submitted in writing to the Secretary Tender Committee or emailed lvacereivalu@baf.com.fj no later than Monday, 22nd July, 2024.

11. Summary of Submissions Deadlines:

ITEM	DATE	TIME
Tender Closing and Opening	Monday, 20/07/24	5pm

SECTION C SCOPE/SPECIFICATIONS OF TENDER

BAF seeks to procure cleaning materials to maintain cleanliness and hygiene standards in its offices and fleet vehicles across various locations in Fiji.

The service provider must demonstrate proven capability and experience in the industry. As part of our operations, maintaining cleanliness and hygiene in our offices and fleet vehicles is crucial to prevent the spread of contaminants and ensure a healthy working environment.

The services to be offered shall include supply of:

Supply of Cleaning Materials: Provide a comprehensive list of cleaning materials necessary for office spaces and fleet vehicles, including but not limited to:

- Disinfectants
- Floor cleaning equipment's & chemicals
- Glass & Work Station cleaning equipment's and chemicals
- Motor Vehicle and Vessel cleaning equipment's and chemicals
- Any other cleaning materials deemed necessary for the general housekeeping of the office.
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- **Delivery Schedule:** Specify delivery schedules for the items;
- **Quality Assurance:** Ensure that all cleaning materials supplied meet relevant national and international standards for effectiveness and safety.

4. Deliverables

The supplier(s) shall deliver the following:

- A detailed inventory list of all cleaning materials & equipment's supplied.
- Compliance certificates and safety data sheets for each product supplied.

5. Timeline

Delivery of cleaning materials should commence immediately upon the issuance of LPO.

BAF reserves the right to appoint more than one service provider if deemed necessary.

SECTION D TENDER EVALUATION CRITERIA

The following documents are compulsory and are part of the scaling system. If a bidder has not provided the following documents, they will be unable to move to the next round:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate

The following table highlights the evaluation criteria:

	DESCRIPTION	POINTS
1.	Administration	10 marks
	<ul style="list-style-type: none"> • Background <ul style="list-style-type: none"> - Reference Letters - Years of being in operation 	
2.	Technical	50 marks
	<ul style="list-style-type: none"> • Ability to provide the following: <ul style="list-style-type: none"> - Disinfectants - Floor cleaning equipment's & chemicals - Glass & Work Station cleaning equipment's and chemicals - Motor Vehicle and Vessel cleaning equipment's and chemicals - Any other cleaning materials deemed necessary for the general housekeeping of the office. • Delivery Schedule: Specify delivery schedules for the items • Quality Assurance: Ensure that all cleaning materials supplied meet relevant national and international standards for effectiveness and safety. • Availability of supplies (Stock) 	
3.	Cost	40 marks
	<ul style="list-style-type: none"> - VAT inclusive - Price Validity 	

