



TENDER 2/2025

TERMS OF REFERENCE

**TENDER FOR THE PROVISION OF PEST CONTROL
AND HYGIENE SERVICES FOR ALL BAF STATIONS**

CLOSING DATE AND TIME: 14 /02//2025 – 5pm

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SECTION A

COMPANY BACKGROUND

The Biosecurity Authority of Fiji (“BAF”) was established under the Biosecurity Act 2008. It is designated a Public Enterprise 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 Tender (“RFT”) for the goods or services as specified for BAF. Vendors are required to respond to this RFT demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions must be clearly marked “**Tender No: 2/2025” - PROVISION FOR PEST CONTROL AND OR HYGINEN SERVICES FOR ALL BAF STATIONS**” and submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

The Tender Committee
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 the 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 the tender submission register at the reception area where the tender box is located before depositing their proposals into the tender box.
6. All proposals documents must be submitted before or on the closing date and time as indicated in the RFT document. Late, faxed or e-mailed proposals will not be accepted. BAF reserves the right change the closing date and any other dates that may appear in this RFT. Such changes will be communicated as soon as they are made.
7. In the event of any problems with the delivery of the proposals, vendors should please contact the Secretary to Tender Committee on **8919734**.
8. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.
9. 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 **14/02/25- 5pm**

SECTION C

SCOPE/SPECIFICATIONS OF TENDER

Purpose

Biosecurity Authority of Fiji (BAF) invites Pest Control and Hygiene service providers in Fiji to bid for the provision to carry out pest control and or hygiene services at BAF offices for a term of at least three (3) years, with an option to renew the contract mutually subject to **service delivery performance**.

Eligibility Criteria/ Pre-qualification of the Bidder

The bidder should be an authorized Commercial Pesticide Applicator provider in Fiji, providing high quality and effective services consistent with the high industrial/ commercial standards.

The service provider must demonstrate proven capability and experience in the industry.

The services are to be provided to BAF Station in the following locations:

STATIONS/ LOCATION	PEST CONTROL	HYGIENE SERVICES
BAF HQ, Level 3, FNPf Provident Plaza One, Ellery Street, Suva, Fiji	✓	✗
BAF HQ, Level 2, FNPf Provident Plaza One, Ellery Street, Suva, Fiji	✓	✗
BAF Exports Office, Renown Street, Suva.	✓	✓
BAF Suva Wharf	✓	✗
Post Entry Quarantine (PEQ) Office, Koronivia, Nausori.	✓	✓
BAF Nausori Station, Sarat Investment Ltd Lot 1, Gulam Nabi Street, Nausori.	✓	✓
BAF Lautoka Wharf, Lautoka	✓	✗
BAF Navua Office, Ro Matanitovua House Navua.	✓	✗
BAF Sigatoka Office, Flat 5, B L Naidu Building, Main Street, Sigatoka	✓	✓
BAF Nadi Station, Biosecurity House, Nadi Airport, Nadi.	✓	✓
BAF Lautoka Station, Construction Equipment Hire, Marine Drive, Lautoka.	✓	✓
BAF Ba Office, Level One, Old Sunbeam Building, Main Street, Ba.	✓	✗
BAF Rakiraki Office, Shop 2, George Shiu Raj Complex, FSC Road, Rakiraki.	✓	✓
BAF Natovi Office, Natovi Jetty, Natovi.	✓	✗
BAF Labasa Office, Ground Floor, Macuata House, Labasa.	✓	✗
BAF Savusavu Station, Ground Floor, Gulabdas Building, Daniva Road, Savusavu.	✓	✗
BAF Taveuni Office, first light Building, Maqaviti Building, Waiyevo, Taveuni.	✓	✓

Note: 1

In general, pest control for all common insects present in Fiji such as ants, cockroaches, rats and other insect which are mostly found in offices.

Note : 2

For hygiene purposes, supply and service sanitary bins at the respective stations mentioned above. Additionally, provide sanitization services upon request or when necessary, depending on whether females are working at the specific station.

Bidders must provide unit cost for pest control and hygiene services as mentioned above including costs for their materials, Labour costs, travelling cost and other costs associated to the above services.

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 not part of the scaling system:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate
- Commercial Pesticide Applicator

Certificates or Licenses

- The following table highlights evaluation

criteria:

	DESCRIPTION	POINTS
1.	Administration	10 Marks
	<ul style="list-style-type: none"> - Background/ History of the Company - Reference Letters- (at least 3) - List of major Clients of the company 	
2.	Technical	50Marks
	<p>Describe the ability to provide the following services:</p> <p>Pest Management Plan-</p> <ul style="list-style-type: none"> - Fogging- Electric cold fogging every 3 months - Motorized misting - Residual spraying inside the office - For cockroach’s gel baiting- (which will be used at gaps, cracks, electronic devices Etc). - Non- contacting powder (Cockroaches powder for silver fish) - Rat baiting stations and loose baiting - MA Approved chemicals <p>Hygiene Plan-</p> <ul style="list-style-type: none"> - Sanitary Bins with powder gel sanitizers (Disinfectant) - Servicing of sanitary bins <ul style="list-style-type: none"> • Ability to provide other services if any. 	
3.	Cost	40Marks
	<ul style="list-style-type: none"> - Bidders to provide with cost per station for Pest Control and or Hygiene Services, (there are different sizes of stations at different locations – arrangements 	

	<p>can be made for site inspections)</p> <ul style="list-style-type: none">- Provide different cost for the method of pest control that will be carried out as highlighted in the Technical Section of the TOR.- Value for Money- Other cost, if any- Price Validity- Contract will be for 3 years, (mention the cost per year)	
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