



TENDER 3/2025

TERMS OF REFERENCE

TENDER FOR THE PURCHASE OF NEW VEHICLE

CLOSING DATE AND TIME: MONDAY, 17 MARCH, 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 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: 3/2025 - **PURCHASE OF NEW VEHICLES**" must be submitted into the Tender Box situated at BAF HQ Reception Entrance, address as follows:

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

4. 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.
5. All proposals documents must be submitted before or on the closing date and time as indicated in the RFP document. 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.
6. 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 8919734
7. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender's misplacement or premature opening.
8. All enquiries relating to the RFT should be submitted in writing to the Secretary to the Tender Committee or emailed: lvacereivalu@baf.com.fj no later than17/03/2025.....
9. Summary of Submissions Deadlines

ITEM	DATE	TIME
Tender Closing and Opening	17 th March 2025	5PM

SECTION C - SUBMISSION SPECIFICATION

i) SCOPE OF WORK

The scope of works shall include

4x4 Utility Vehicle Twin Cab

			Bidders Specification
	Make		
	Model		
1	Engine	Capacity	
		Engine Size	
		Displacement	
		Maximum Power @	
		Torque Band	
		Fuel Type	
		Fuel Tank Capacity	
2	Transmission	Type	
		Forward Speed	
		Reverse Speed	
3	Steering	Type	
		Power Steering	
4	Brakes	Type of Brake	
5	Suspension	Front	
		Rear	
6	Other Accessories	Side Step	
		ABS	
		Air Bags (Driver & Passenger)	

		Fire Extinguishers	
		First Aid Kit	
		Plastic covers & safety cones	
		Cabin with Side Compartment	
7	Manuals		
	Warranty		
	Price Validity		
	Delivery (Days)		
	Unit Cost		

4 Door Passenger car – Sedan & SUV

			Bidders Specification
	Make		
	Model		
1	Engine	Capacity	
		Engine Size	
		Displacement	
		Maximum Power @	
		Torque Band	
		Fuel Type	
		Fuel Tank Capacity	
2	Transmission	Type	
		Forward Speed	
		Reverse Speed	
3	Steering	Type	
		Power Steering	

4	Brakes	Type of Brake	
5	Suspension	Front	
		Rear	
6	Other Accessories		
		ABS	
		Air Bags (Driver & Passenger)	
		Fire Extinguishers	
		First Aid Kit	
		Plastic covers & safety cones	
		Cabin with Side Compartment	
7	Manuals		
	Warranty		
	Price Validity		
	Delivery (Days)		
	Unit Cost		

Bidders must provide the following information:

1. Price Validity
2. Delivery Period
3. BAF prefers white colour: please confirm on stock availability
4. Any other value added service that the bidder can provide as part of their Tender submission for outright Purchase.
5. Bidders must state the outright purchase price for each vehicle
6. For vehicles which come with additional accessories, price(s) must include supply and installation of these accessories upon delivery to the Authority
7. As part of BAF's requirements, there must also be training conducted for each vehicle chosen to ensure that drivers are fully aware of the features, as well as handling & operations of the vehicles to ensure it is used in safe manner.

8. Necessary Exemptions must be accompanied with the vehicle in cases where extra fitments are required

SECTION D - TENDER EVALUATION CRITERIA

The following documents are compulsory and not 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
	<ul style="list-style-type: none">- Background/History and details of CV for project leaders- Reference Letters- Years of being in operation- Number of successful projects	
2.	Technical	50
	Specification – 50 Marks <ul style="list-style-type: none">- delivery of vehicle- Warranty Period for Servicing/Maintenance & Repair Works- Additional Accessories- Training Provided- Back up Service	
3.	Cost	40
	<ul style="list-style-type: none">- VAT inclusive price (FJD).- Each component tendered for must have corresponding cost.- Extra charges or no hidden cost,- Price Validity	
		100

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