



SPECIFICATIONS

FOR DESIGN & PRINTING OF

FIRCA ANNUAL REPORT

2010

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Advertisement

The following are excerpts and addendums from the advertisement for Fiji Islands Revenue and Customs Authority as it originally appeared in the local media and should be used as the basis to submit your proposals:



TENDER NO. 01/2011

DESIGN & PRINTING OF 2010 ANNUAL REPORT

The Fiji Islands Revenue & Customs Authority (FIRCA) invites tenders from reputable companies for the designing & printing of the FIRCA Annual Report 2010.

Tenders must contain detailed information on design concepts, printing & mock up. The tender specifications document can be obtained from the FIRCA website at the following link:

<http://www.frca.org.fj/tenders/Annualreportdesign.pdf>

For any clarification, please contact Mr George Mow on phone 3243027 or email: gmow@frca.org.fj. Sealed tenders marked “**TENDER NO. 01/2011 – “DESIGN & PRINTING OF 2010 ANNUAL REPORT”**” must be addressed to:

The Chairman

FIRCA Tenders Board

Fiji Islands Revenue & Customs Authority

Private Mail Bag

SUVA

Or hand delivered to the FIRCA Head Office, Building 3 Level 3, Revenue & Customs Services Complex, Cnr of Queen Elizabeth Drive & Rt Sukuna Rd, Nasese. **Tenders will close at 12noon – Thursday 10th February 2011. Late tenders will not be accepted.**

1.0 General Terms and Conditions

Following general terms and conditions will apply.

1.1 Format of Response

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization;
- b. Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the Proposal, including their expected roles in negotiations; and
- c. Provide a contact name, address, facsimile number and email address which Fiji Islands Revenue and Customs Authority will use in serving notices to the bidder.

1.2 Late Submissions

Submissions received within two minutes of the closing time will be accepted. Two minutes is allowed as variation for any timing difference.

1.3 Applicants to Inform Themselves

Each applicant should:

- a. Examine this Specifications Document; and any documents referred to within; and any other information made available by FIRCA to the applicants;
- b. Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries;
- c. Ensure that the tender submission, and all information on which its proposal is based, is true, accurate and complete.

By submitting their proposal, applicants will be deemed to have:

- a. Examined the tender specifications and any other information made available in writing by FIRCA to the applicants.

- b. Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.

1.4 Bidder's Risk

FIRCA accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the tender or any participation in the tender process.

1.5 Selection of Preferred Applicant

No proposal will necessarily be selected by FIRCA as the preferred solution/s. The FIRCA Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FIRCA reserves the right to cancel this tender and pursue an alternative course of action at any time.

Selection of Preferred Applicants/s will not be acceptance of the proposal and no binding relationship will exist between the preferred applicants/s and FIRCA until a written agreement acceptable by FIRCA is executed by an authorized officer of FIRCA and the successful applicants/s.

1.6 Conduct of Applicants

Conduct of Applicants or any of their consortium members, may affect the outcome of their tender responses, including non-consideration of the proposal. Applicants warrant to FIRCA that they (and their consortium members) have not and will not engage in any of the following activities in relation to this tender process:

- a. Lobbying of or discussions with any politician or political groups during this tender process;
- b. Attempts to contact or discuss the tender process with officers, any member or staff or contractor currently working in FIRCA or any agent of this Department; Exception to Evaluation Committee members.

- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- d. Accepting or providing secret commissions;
- e. Seeking to influence any decisions of FIRCA by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.7 Currency

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

1.8 Corporate Information

Each applicant must provide the following information:

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies;
- b. Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company;
- c. A full description of current operations of the company including audited financial statement for the last 3 years, this can vary;
- d. A copy of the company's Certificate of Incorporation;
- e. Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding;
- f. Provision of details of any legal proceedings that are being done against the company.

1.9 Qualifications and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal.
- b. Be able to demonstrate that it will be able to meet its financial obligations under this tender.

1.10 Mergers, Acquisitions, Sales of Applicant

Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.

1.11 Inquiries

- All questions and inquiries regarding the tender are to be made in writing via email.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

2.0 Specifications for Design & Printing of the FIRCA Annual Report 2010

2.1 Design

- a) Description of Concept or Theme, Graphic Design & Layout and a Mock-Up for full colour document with approximately 70 A4 pages of text, pictures, charts and tables (not including front and back cover)
- b) **Covers:** Design of the Front & Back Cover Pages using the Authority's corporate colours (at least four options)
- c) **Other:** Professional photography

2.2 Print

- a) Colour Separation, Printing and Delivery of Full Colour with 4 pages for covers and approximately 70 A4 content pages
- b) Paper Size: A4 (Cover: 250gsm board; Inside: gloss art 150gsm)
- c) Number of Copies: 300 copies
- d) Timeline:
 - a. Printing to be completed within 5 working days
 - b. Final report to be delivered by 22nd April 2011

2.3 References

Bidders are to submit list of clients and references for similar work done in the past three years. A sample of reports and designs should be included together with the list.