



**SPECIFICATIONS FOR
SUBLEASE OF OFFICE CATERING**

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



**EOI 02/2012
SUBLEASE FOR OFFICE CATERING**

The Fiji Revenue & Customs Authority (FRCA) invites Expressions of Interest from individuals or organizations to provide food and catering services for our main office in Nasese.

This will be a contractual agreement and subject to rent for kitchen space. Terms and conditions can be obtained from the FRCA website at the following link: <http://www.frca.org.fj/tenders.htm>. For any clarification, please email: projectoffice@frca.org.fj.

Sealed bids marked “**EOI NO. 02/2012 – “SUBLEASE FOR OFFICE CATERING”**” must be addressed and posted to:

**The Chairman
FRCA Tenders Board
Fiji Revenue & Customs Authority
Private Mail Bag
SUVA**

Or hand delivered to the FRCA Head Office, Building 3 Floor 3, Revenue & Customs Services Complex, Cnr of Queen Elizabeth Drive & Rt Sukuna Rd, Nasese. **The EOI will close at 3pm – Friday 3rd February 2012. All bids received before the deadline will be opened at 3.10pm on the date of closing. Bidders are welcome to be present during the opening of tender bids.**

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 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 FRCA 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 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 FRCA 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

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

1.5 Selection of Preferred Applicant

No proposal will necessarily be selected by FRCA as the preferred solution/s. The FRCA Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FRCA 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 applicant(s) and FRCA until a written agreement acceptable by FRCA is executed by an authorized officer of FRCA and the successful applicant(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 FRCA 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 FRCA 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 FRCA 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;
- 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 or official letter.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

2.0 CATERING & FOOD SERVICES SPECIFICATIONS

The successful bidder will operate from the FRCA Nasese Complex, Recreation Centre, Building 1 Level 2. The kitchen is approximately 617sqft.

2.1. Catering Proposal

Bidders are required to indicate the following:

- 1) Types of food/refreshments provided for morning tea, lunch and afternoon tea. Bidders are requested to provide various menu options;
- 2) Price range for each menu. FRCA expects prices to be reasonable at a rate which is affordable to staff;
- 3) Menu should include nutritious meals and provision for soft drinks, etc.;
- 4) Some cooking will be allowed on the premises
- 5) Caterers will have to provide food warmers and other necessary equipment such as white goods (fridge, microwave, etc.).
- 6) Catering for workshops held on the premises for morning and afternoon tea is at \$2.50VIP per head. Description of items that can be provided at this cost or at a higher cost should be submitted.
- 7) The fit-out of the catering area (i.e. space to be used by caterers only) is the responsibility of the successful bidder.

A visit of the premises can be arranged with Mr Dinesh Singh who can be contacted on email dsingh@frca.org.fj or phone 3243120.

2.2. Other General Information

Interested Bidders are requested to provide the following:

- 1) Client reference over the past three years
- 2) Contact person with whom FRCA can liaise for any negotiations or further information requested

2.3. Rent & Other Costs

FIRCA will levy annual rental of \$8,400 per annum or \$700VIP per month but this can be subject to further negotiations. Caterers will be required to set up their own equipment. Costs relating to this fit-out will not be borne by FRCA.

Bidders are required to submit **2 hard copies and 1 electronic copy** of the bids.