



SPECIFICATIONS

FOR SUPPLY & SALE OF MOTOR VEHICLES

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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. 02/2011

SUPPLY & SALE OF MOTOR VEHICLES

The Fiji Islands Revenue & Customs Authority (FIRCA) invites tenders from reputable companies and individuals for the supply and sale of motor vehicles.

Companies are requested to provide the following details with their tender:-

- 1) Purchase price
- 2) Trade-in price
- 3) Leasing option (with terms and conditions for leasing vehicles to FIRCA)
- 4) Description of tendered vehicles including other relevant details such as warranty, etc.

Individuals or companies interested in the sale of vehicles only must include a tender deposit of \$100 (bank cheque) that will be refunded to unsuccessful bidders only.

The tender specifications document, which includes terms and conditions of this tender can be obtained from the FIRCA website <http://www.frca.org.fj>. For further information and inspection of vehicles, interested parties may contact Mr Shahim Khan on phone 3243121 or email projectoffice@frca.org.fj.

Sealed tenders marked “**TENDER NO. 02/2011 – “SUPPLY & SALE OF MOTOR VEHICLES”**” 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 Floor 3, Revenue & Customs Services Complex, Cnr of Queen Elizabeth Drive & Rt Sukuna Rd, Nasese. **The tender will close at 3.30pm on Wednesday 16th 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;
- 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 Sale of Vehicles

2.1 Vehicle List

The following are the list of vehicles on sale:

Registration No.	Model	Current Location
EP261	Honda Civic	Suva
ET299	Mitsubishi Window Van	Suva
ET440	Toyota Hilux Twin Cab	Suva
EW747	Toyota Hilux Twin Cab	Suva
EP256	Toyota Twin Cab	Savusavu
EW618	Toyota Corolla, Wagon	Suva

For vehicle inspection, contact Mr Shahim Khan on phone 3243121 or email projectoffice@frca.org.fj.

2.2 Other Conditions

Bidders must include \$100 tender deposit (bank cheque) with their tender. The deposit will be refunded to unsuccessful bidders only.

The tender deposit will not apply to bidders tendering for supply and sale of vehicles.

Vehicles will be sold on **as is basis**.

3.0 Supply of Vehicles

3.1 Preferred Replacement Type

Identified below is the list of preferred replacement vehicles:

- 1) Mini-Van with sitting capacity of 8 or 10;
- 2) Sedan or Wagon;
- 3) Twin Cab.

Bidders must include description & brochures of recommended vehicles with their submission.

3.2 Pricing Options

Bidders are requested to provide various financing options such as;

- 1) Sale price without trade-in option
- 2) Sale price with trade-in option
- 3) Option to lease vehicles over a 3 year term & 5 year term. Various terms & conditions associated with leasing arrangements must be included.

Bidders tendering for supply and sale of vehicles are not required for pay the tender deposit referred to in 2.2 above.

3.3 Other Conditions;

Bidders must include the following information in their submission;

- 1) Whether tendered vehicles are in stock;
- 2) Quantity available for sale and estimated period they will remain available;
- 3) Where vehicles are not in stock, delivery timeframe;
- 4) Car accessories that will be included with the tendered vehicle;
- 5) Available colors for tendered vehicles.