



**TENDER NO. 17/2011**

**Tender Specifications for the  
Provision of Oracle Weblogic and Java Training**

**Issued on 19<sup>th</sup> November, 2011**

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## Proposals for Tender

*The following are excerpts and addendums from the tender 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:*

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### **TENDER NO. 17/2011 – Oracle/Java Training**

The Fiji Revenue & Customs Authority (FRCA) invites reputable companies to tender for the delivery of Oracle Weblogic and Java Training Programs.

Detailed tender specifications are available from the FRCA website at the following link:

<http://www.frca.org.fj/tenders/training1711.pdf>

Further clarifications & questions should be directed through email to [ittenders@frca.org.fj](mailto:ittenders@frca.org.fj)

Tenders to be submitted separately in a sealed envelope and clearly marked:

**“TENDER NO. 17/2011 – Oracle/Java Training”** should be addressed to:

The Chairman  
FRCA Tender Board  
Fiji Revenue & Customs Authority  
Private Mail Bag  
Suva  
Fiji

and hand delivered to Revenue & Customs Services Complex, Building 3, Level 3, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji prior to the tender closing time. Tenders can also be emailed to [ittenders@frca.org.fj](mailto:ittenders@frca.org.fj) – size of email should not exceed 12MB. Email tenders will only be accepted from companies that are not based in Fiji.

**Tender Proposals must be received no later than 1500 Hours (3.00pm) Fiji Time on Friday 2<sup>nd</sup> December 2011. All tenders received before the deadline will be opened at 3.10pm on the date of closing. Bidding vendors are welcome to be present during the opening of tender bids.**

## **Objective**

The Fiji Islands Revenue & Customs Authority (FRCA) implemented an Online Tax Agent Portal for Tax Agents and Accountants in 2009. Access to the current Portal is limited to Tax Agents and Accountants and it provides very basic inquiry functions only.

The FRCA intends to further develop and extend the functionalities for the Tax Agent Portal to include features such as more detailed inquiries, sorting of client details according to selected fields, printing of Assessment Notices and Statements, and management of client details.

The FRCA further intends to extend similar online services to all Taxpayers, which would also include options for the electronic lodgement of Tax Returns.

The platform used for the development of the Tax Portal is Oracle WebLogic Portal. The FRCA wishes to build the internal skill-sets of the IT development team to ensure that the team is able to internally maintain, support and enhance the Portal on an on-going basis.

The FRCA invites proposals for the provision of customized technical training for staff of the Information Technology Section of FRCA in accordance with the requirements outlined below. The training should impart knowledge with the goal that the persons being trained will achieve a level of self-sufficiency in Oracle WebLogic and Java tools.

## **Current Skill-Sets of the FRCA IT Team**

The FRCA IT team is currently using the following development tools and has skills and experience in those areas.

- i. Oracle Developer Suite (Forms and Reports)
- ii. Oracle PL/SQL
- iii. JSP/ASP Web development tools
- iv. Beginner level WebLogic Workshop and Portal design
- v. Beginner level Java development skills

## **Training Requirements**

The FRCA is seeking bidders to provide formal and/or customized training courses in the following areas. The training should be customized to suit the current skill levels of the FRCA IT team.

- Oracle WebLogic
- Java

The training agenda should cover training for developer and administrators.

Bidders may propose other areas of training that may be relevant to the objective.

### **Training Delivery**

The bidders should provide various options of training delivery, not restricted to the following.

- Instructor led hands-on on-site training at the FRCA Office in Suva, Fiji.
- Virtual classroom training

### **Class Size**

The number of participants will be between 4 – 8 persons.

For Administrator trainings, the class is expected to be between 2 – 4 persons.

### **Other Requirements**

- i. For onsite training, the FRCA will provide the training facilities – Venue, PCs, Servers, Projectors, White Boards, etc
- ii. Bidders will be responsible for all travel arrangements, accommodation, meals and other incidental expenses associated with the training.
- iii. Training dates will be mutually agreed with selected bidder. As a guide, the training may be delivered in Jan/Feb 2012.
- iv. The FRCA may mutually modify the training deliverables with the selected bidder.

### **Proposal Requirements**

All proposals must include, and not restricted to, the following.

- i. Detailed outline of the training topics to be covered.
- ii. Details of training materials provided.
- iii. Requirements for on-site training.
- iv. Credentials of the instructor(s)
- v. Costs of the training, including a detailed breakdown of the course cost and other related costs.
- vi. Details of terms of payment.
- vii. Reference sites where similar trainings were recently conducted.

## **General Terms & Conditions**

Following general terms and conditions will apply.

### **Submission of Tenders**

- a. Tenders must be received no later than 15:00 Hours (3.00pm) Fiji Time on Friday 2<sup>nd</sup> December 2011.
- b. All tenders received before the deadline will be opened at 3.10pm on the date of closing. Vendors are welcome to be present during the opening of tender bids.
- c. Bidders must submit two signed and bind copies of the proposal with one copy marked as "Original". The original version will prevail if there are any inconsistencies between the original and the copy.

The proposal copies shall be enclosed in a sealed envelope or package and clearly marked as follows:

#### **TENDER NO. 17/2011 – Oracle/Java Training**

**To: The Chairman  
FRCA Tender Board  
Fiji Revenue & Customs Authority  
Private Mail Bag  
Suva  
Fiji**

- d. Tender Submissions must be hand delivered to Revenue & Customs Services Complex, Building 3, Level 3, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji prior to the tender closing time. Tenders can also be emailed to [ittenders@frca.org.fj](mailto:ittenders@frca.org.fj) – size of email should not exceed 12MB. Email tenders will only be accepted from companies that are not based in Fiji.
- e. The Tender response must be in English.
- f. Should the bidder become aware of any discrepancy, error or omission in the Tender document submitted, and the bidder wishes to lodge a correction or provide additional information that material must be in writing and lodged prior to the Tender closing time.

### **Format of Tender 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 in performance of any resulting Agreement; 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.

### **Late Tenders**

Any Tender lodged after the closing time will be deemed to be late and will not be considered.

### **Amendment of RFT**

FRCA may, at their sole and absolute discretion, vary, add to, or amend the terms of this RFT, including:

- a. The nature and/or scope of the services required under this RFT; and any other subject matter to which this RFT relates.

### **Termination of RFT**

FRCA may, in their sole and absolute discretion, suspend, terminate or abandon this RFT at any time prior to the execution of a formal written agreement acceptable to FRCA, by an authorized officer of FRCA and by the Successful bidder/s, by giving written notice of such a decision to each of the registered bidders.

### **Bidders to Inform Themselves**

Each bidder should:

- a. Examine this RFT, and documents referred to in the RFT and any other information made available by FRCA to bidders;
- b. Obtain any further information about the facts, risks and other circumstances relevant to its Tender by making all lawful inquiries; and
- c. Satisfy itself that its Tender, and all information on which its Tender is based, is true, accurate and complete.

By submitting their Tenders, bidders will be deemed to have:

- a. examined the RFT and any other information made available in writing by FRCA to bidders for the purpose of tendering;
- b. examined all information relevant to the risks, contingencies, and other circumstances having an effect on their Tender and which is obtainable by the making of reasonable inquiries; and

- c. satisfied themselves as to the correctness and sufficiency of their Tenders and that their prices cover the cost of complying with the RFT requirements and of all matters and things necessary for the due and proper performance and completion of the work described in the RFT.

### **Bidder's Risk**

The bidder's participation in any stage of the Tender process is at the bidder's sole risk, cost and expense, in particular, all costs incurred by or on behalf of the bidders in relation to this RFT, including preparing and lodging the Tender and providing FRCA with any further information are wholly the responsibility of the bidder.

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

### **Clarification and Variation of Tenders**

FRCA may, at their absolute discretion seek clarification or request further information from bidders after the closing date for the submission of Tenders.

Each bidder must nominate a person to provide additional information or answer specific questions that may arise during the selection process as required by FRCA.

Bidders whose Tenders have been short listed may be required, to engage in formal discussions with FRCA or make presentations to FRCA on their Tenders. In such an event FRCA will make the necessary arrangements with bidders.

### **Selection of the Preferred Tender**

Neither the lowest priced Tenders, nor any Tenders, will necessarily be selected by FRCA as the Preferred Tender/s. FRCA committee may decide not to accept any Tender or reject all Tenders at any time. FRCA reserve the right to cancel this RFT and pursue an alternative course of action at any time.

A bidder will not be deemed to have been selected as one of the preferred bidder/s unless and until notice in writing for and on behalf of FRCA of such selection is:

- a. Handed to the bidder; or
- b. Is sent by prepaid post to or is left at the address stated in the Tender for service of notices; or
- c. Sent by facsimile to the number provided by the bidder, followed by an original by post.

- d. Selection of Preferred bidder/s will not be acceptance of the Tender and no binding relationship will exist between the preferred bidder/s and FRCA until a written agreement acceptable by FRCA is executed by an authorized officer of FRCA and the Successful bidder/s.

### **Conduct of Bidders**

Conduct of bidders or any of their consortium members, may affect the outcome of their Tender responses, including non-consideration of the Tender.

Bidders 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 RFT Process:

- a. lobbying of or discussions with any politician or political groups during this RFT process;
- b. Discussions with other relevant FRCA bodies on this RFT process;
- c. Attempts to contact or discuss the RFT process with officers, any member or staff or contractor currently working in FRCA or any agent of this Department; Exception to members stated in Proposal for tender.
- d. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- e. Accepting or providing secret commissions;
- f. Submitting an inflated Tender to the advantage of another bidder;
- g. Entering into any improper commercial arrangement with any other party;
- h. Seeking to influence any decisions of FRCA by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

### **Unlawful Inducements and Collusive Tendering**

Bidder and its officers, employees, agents and advisers must not:

- a. Offer unlawful inducements in connection with the Tender process; or
- b. Engage in any collusive tendering, anti-competitive conduct or any other similar conduct with any other bidder or any other person in relation to the preparation or lodgment of Tenders.

### **Contact with Bidders**

During the Tender process, neither FRCA nor their representatives are required to answer questions or otherwise discuss the contents of this RFT with potential bidders or their representatives, except in accordance with this RFT. Bidders

must not attempt to make any contact of that nature. Any unauthorized contact may disqualify the bidder from further consideration.

### **Costs**

All costs and payment schedules to FRCA should be clearly tabled in the response and separating one-time and recurring costs. Where cost estimates are provided, the basis of these estimates should be shown. Where given cost components are subject to periodical change, the basis for review, and increase /decrease should be shown.

### **Non-delivery of service(s)**

FRCA reserves the right to hold full or partial payment until such time that the product has been delivered to the quality and expectation of FRCA.

FRCA have the right to withhold (as penalties) a percentage of the payment for vendor non-performance. Non-performance may be classed as:

- Failure to deliver on time
- Failure to respond to queries within a reasonable amount of time
- Introduction of unauthorized “new” clauses

### **Validity of the proposal**

All proposals and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

### **Currency**

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

### **Corporate Information**

Each bidder 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 bidder 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

### **Qualifications and Capability**

Each bidder must:

- a. Be fully Tax and Customs compliant. Tax Identification Number (TIN) must be quoted. (*applicable to companies registered in Fiji*)
- b. Be of good repute – Company profile along with proven experience in the field of training with the products should be reflected in the proposal.
- c. Be able to demonstrate that it has the experience, skills and resources to safely assume providing a quality transactional service to the FRCA.

### **Mergers, Acquisitions, Sales of Bidder**

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