

## **Terms of Reference (TOR) Preferred Suppliers List for Property Services**

### **BACKGROUND**

1. The selection of a Preferred Suppliers List (PSL) for Property Services is essential in order to enhance compliance with procurement policies and also to ensure that services are procured on a value for money basis.

The PSL will be for the following services:

1. Small Building and Fitout Works below the value of \$20,000
2. Provision of Electrical Services
3. Provision of Plumbing & Waterproofing Services
4. Supply of Office Furniture & Equipment
5. Supply of Cleaning, Health & Hygiene Chemicals
6. Supply & Installation of Carpets & Blinds
7. Supply of Locksmith Services
8. Provision of Septic Tank Bailing & Waste Management Services

### **OBJECTIVES OF THE PROJECT:**

The objective of this project is to select a pool of suppliers for each of the above services from which the Secretariat will draw upon when services are required. Having a pool of preferred suppliers will enhance healthy competition amongst suppliers which in turn will benefit the Secretariat from a cost savings perspective.

### **SCOPE OF WORK**

The scope of work for each of the respective suppliers will vary depending on the nature of services provided.

Primary duties in this role will include:

- Provision of the required services

### **KEY CAPABILITIES**

#### Knowledge and Experience

The minimum requirements for eligible businesses are that they:

- Have adequate certification, qualification and business registration

- Have sound financial background to carry out the services
- Have proper equipment and fleet to support services

### Skills

- Appropriate skills and accreditation for the desired service
- Proper qualification from recognised institution locally

### **Timing**

The selected suppliers will be on a three year term contract for services subject to an annual service review.

### **Deliverables**

Deliverables will be as per scope of services.

### **GENERAL TERMS AND CONDITIONS**

Interested individual(s) are encouraged to provide written submissions including a copy of your curriculum vitae).

a) Bidder Ability:

By submitting a response to this “Request for Tender” (RFT) the bidder warrants that the bidder has the necessary skill, knowledge, experience and resources to comply with this RFT and capable of successfully completing the project.

In addition the bidder warrants that the bidder is not subject to any legal process that may result in the winding up or deregistration of the bidder.

b) Language:

The bidder response must be in English.

c) Amendments:

Should the bidder become aware of any discrepancy, error or omission in the 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 evaluation of the RFT responses.

### **Evaluation Criteria**

The following criteria will be used to evaluate the tender:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Corporate Experience & Capabilities <ul style="list-style-type: none"> <li>• No of projects completed in the past 3 years</li> <li>• No. of current contracts in place</li> <li>• Workforce details</li> <li>• Business registration</li> <li>• Business License</li> <li>• Director’s details and organization structure.</li> </ul>	40%
<ul style="list-style-type: none"> <li>• General Technical Approach</li> <li>• For new projects –approach in tackling new projects.</li> <li>• For Maintenance projects- how will maintenance be approached</li> <li>• For building services – what approach is going to be taken to provide the services.</li> </ul>	20%
Quality Assurance <ul style="list-style-type: none"> <li>• After Hours service</li> <li>• Technical assistance</li> <li>• Fleet details</li> <li>• Insurances</li> <li>• Key personnel details that will be involved with background.</li> <li>• Key contact person/s</li> </ul>	40%

**Choice of selected tenderer**

The final selection of the preferred service provider will be established by a 100% weighing technical quality basis.

## HOW TO APPLY

Submissions should be clearly marked as:

### REQUEST FOR TENDER – Preferred Suppliers List for Property Services

#### **Method of Submissions:**

Submissions must be forwarded in **PDF format** following the instructions at: [www.tenders.net/forumsec](http://www.tenders.net/forumsec).

*\*All interested bidders will need to register at [www.tenders.net/forumsec](http://www.tenders.net/forumsec).*

#### **Deadline for Submissions:**

Submissions need to reach the Forum Secretariat by **5pm (Fiji time) Friday 01 September 2017**.

Late or incomplete tenders will not be considered.

All queries or requests for information must be submitted via the **Question and Answer Forum** on [www.tenders.net/forumsec](http://www.tenders.net/forumsec) before **5pm on Friday 18 August 2017**.

All queries will be responded to via the Question and Answer Forum on [www.tenders.net/forumsec](http://www.tenders.net/forumsec) before **5pm on Wednesday 23 August 2017**.

**Note:** The Secretariat will not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.

*Any complaints regarding the Secretariat's tender must be directed to the following email: [Tender.Complaints@forumsec.org](mailto:Tender.Complaints@forumsec.org). Complaints must be well founded and should not be used as a mechanism for notifying displeasure with the outcome of a tender award. Further information on making a complaint can be found on the Policies & Information page at <http://tenders.forumsec.org>.*

*In the event that further information is required by the Secretariat in relation to the Request for tender, the Secretariat reserves the right to seek the required information without the need for calling for resubmission of proposal*