



Terms of Reference (TOR)
Supply of BRED Bank Fiji Uniform

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Advertisement

The following are excerpts and addendums from the advertisement for BRED Bank (Fiji) Pte Limited (BBF) as it originally appeared in the local media and should be used as the basis to submit your proposals.

I General Terms and Conditions

The following general terms and conditions will apply.

I.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 organisation;
- 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, mobile number, and email address which BBF will use in serving notices to the bidder.

I.2 Late Submissions

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

I.3 Applicants to Inform Themselves

Each applicant should:

- a. Examine this specifications document; and a document referred to within; and any other information made available by BBF to the applicants.
- b. Obtain any further information about the facts, risks and other circumstances relevant to the EOI 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 EOI specifications and any other information made available in writing by BBF to the applicants.
- b. Examined all information relevant to the risks, contingencies, and other circumstances influencing their proposal and which is obtainable by the making of reasonable inquiries.

I.4 Bidder's Risk

BBF 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 process.

I.5 Selection of Preferred Applicant

No proposal will necessarily be selected by BBF as the preferred solution/s. The BBF Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. BBF reserves the right to cancel this EOI and pursue an alternative course of action at any time. Selection of Preferred Applicant will not be acceptance of the proposal and no binding relationship will exist between the preferred applicant(s) and BBF until a written agreement acceptable by BBF is executed by an authorized officer of BBF and the successful applicant(s).

I.6 Conduct of Applicants

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

- a. Lobbying of our discussions with any politician or political groups during this EOI process,
- b. Attempts to contact or discuss the EOI process with officers, any member or staff or contractor currently working in BBF 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 BBF by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

I.7 Currency

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

I.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 (Business Registration).
- 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 the most recent audited financial statement.
- 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 Qualification and Capability

Each Applicant must:

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

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 Enquiries

- All questions and enquiries regarding this EOI 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 Scope of Requirements

This service shall be contracted for two (2) years.

2.1 Items to supply

The manufacturer is required to provide a quote for the part of Uniform they are able to supply:

- Men's Shirts – Long/Short sleeve
- Men's Pants/Sulu
- Ladies Blouse – Long/Three Quarter/Short/Cap Sleeves
- Ladies Long Straight Skirts/Short Straight Skirts/Flair Skirts/Pants
- Bula Wear (Shirt/Blouse)
- Corporate ladies dress.
- Corporate Coat/Blazer – Male/Female.
- Corporate Polo T-Shirt.
- BRED Bank Belt
- Men's Necktie
- Ladies Scarf

2.2 Sample

The manufacturer is required to provide a sample of the uniforms which can be displayed by making arrangements with Mary Chang (Ph: +679 741 2101 or email: mary.chang@bred.com.fj)

2.3 Delivery time

The manufacturer must specify in their tender on the time taken for measurement and delivery of the uniforms should they be awarded this contract.

2.4 Material content and color

BBF will specify which material and color to be used for the uniforms.