



SPECIFICATIONS

FOR

Rebranding

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Tender

Supply of Services

The Fiji Revenue & Customs Service (FRCS) invites submissions from reputable parties who are interested in submitting a tender for;

- **Tender 06/2019 Printing Services**

Interested parties will be provided with a specific brief and are expected to make submissions based on this.

Detailed Tender specifications are available on the FRCS website <https://www.frcs.org.fj/tenders/>

Clarifications should be directed through email to Irene Miller – imiller@frcs.org.fj | Phone – 3243259.

Submissions should be delivered in a sealed envelope clearly stating the Tender # and must be addressed and posted to:

**The Chairman
FRCS Tender Board
Fiji Revenue & Customs Service
Private Mail Bag
Suva, Fiji**

OR hand delivered to Revenue & Customs Service Complex, Building 3, Level 3, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji **no later than 12:30pm on 17th May, 2019.**

Bidders are welcome to be present during the opening of the submissions at 1pm on 20th May, 2019.

**Visvanath Das
CHIEF EXECUTIVE OFFICER**

1.0 GENERAL TERMS & 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 Service will use in serving notices to the bidder.

1.2 Late Submissions

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

1.3 Amendment of Specifications

FRCS at their sole discretion, may vary, add to, or amend the terms of this Tender including the nature and/or scope of services required and any other subject matter to which this Tender relates.

1.4 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 FRCS 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 a proposal, applicants will be deemed to have:

- a. Examined the Tender specifications and any other information made available in writing by FRCS 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.

1.5 Bidders Risk

FRCS 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.

1.6 Selection of Preferred Applicant

No proposal will necessarily be selected by FRCS as the preferred solution(s). The FRCS Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FRCS reserves the right to cancel this tender and pursue an alternative course of action at any time.

Selection of Preferred Applicant(s) will not be acceptance of the proposal and no binding relationship will exist between the preferred applicant(s) and FRCS until a written agreement acceptable by FRCS is executed by an authorized officer of FRCS and the successful applicant(s).

1.7 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 FRCS 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 FRCS or any agent of this Department; Exception to Irene Miller.
- 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 FRCS by any improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.8 Currency

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Exclusive (VEP).

1.9 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 the audited financial statement for the last year;
- 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 against the company.

1.10 Qualifications and Capability

Each Applicant must:

- a. Be Tax, Customs & FNPf 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.

1.11 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.

1.12 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.
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2.0 DESIGN SCOPE

Artwork will be supplied by FRCS and suppliers must adhere to our branding guidelines.

2.1 Background

FRCS began its transformation journey in 2015 launching its changed Corporate Statements which set the platform for the new direction.

Vision - A world class revenue service delivering excellence in revenue collection, border protection, trade and travel facilitation

Mission - Helping Fiji Grow as a leading contributor and funder of sustainable economic, security and social initiatives

Values - Integrity, Leadership, Valuing Employees, Results Focus, Continuous Improvement & Learning, Design Quality & Prevention, Partnership & Engagement, One Organization

2.2 Deliverables

Printing

Description	Specifications	Comments
Cartons with lids		
Letterhead		
Business cards		
Envelopes - various sizes		
Tax and Customs Forms		
With compliments slips		
Posters - A4, A2, A3		
Brochures - A4 2 fold, A4 one fold, A4 back to back, A5 back to back		
Booklets / Reports / Certificates		
Stickers - TVRS, ECAL/STT, VMS, Counter (Goldcard, Airport), Happy or Not machines, Logo (nausori office)		
Local Purchase Order		
Cheques		
Folders - A4 Jacket, Blue folder		
Calendars - Pocket, desk top		

Customs – tape, seals, bags		
Warrant cards		
Christmas Cards		
Staff ID cards		
Forms	A4 size	

2.3 Capability

Interested parties are requested to disclose:

- (1) Experience in providing similar services for other corporate organizations
- (2) Portfolio of past work
- (3) Client References – at least three & include their contact details
- (4) Estimation of fees listed against specific tasks
- (5) Delivery timelines

3.0 EVALUATION CRITERIA

FRCS will determine which proposal is best according to the following Evaluation Categories and Weights:

- | | |
|---|------------|
| 1. Credibility | 20% |
| Overall suitability to undertake the task required including relevant Client References on similar work undertaken. | |
| 2. Creativity & Impact | 40% |
| Based on mock designs proposed & presented to FRCS. | |
| 3. Methodology | 10% |
| Proposals must clearly demonstrate methodology for carrying out key activities and achieving identified deliverables. | |
| 4. Financial Proposal | 30% |
| Full disclosure of all costs is required. | |

The proposals submitted should incorporate the following structure:

- Proposal Cover Letter;
- Executive Summary;
- Details of Compliance to Part 1 & Part 2 of this document;
- Relevant competency profiles.