



**FIJI REVENUE AND
CUSTOMS SERVICE**

SPECIFICATIONS FOR


**Expression of Interest (EOI) 01/2021
Pest Control, Sanitary Services and Cleaning Services**

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Advertisement

The following are excerpts and addendums from the advertisement for Fiji Revenue and Customs Service as it originally appeared in the local media and should be used as the basis to submit your proposals:

**FIJI REVENUE AND
CUSTOMS SERVICE**

Expression of Interest (EOI)

No. 01/2021: Pest Control, Sanitary Services and Cleaning Services

The Fiji Revenue and Customs Service (FRCS) invites submissions from individuals and companies who are interested in providing the following services:

- I. Pest control services
- II. Sanitary services
- III. Cleaning services

Interested parties will be provided with a specific brief and are expected to make submissions based on the specification. Detailed EOI specifications are available from the FRCS website <https://www.frcs.org.fj/tenders/> clarifications should be directed through email to tenders@frcs.org.fj

It is not mandatory that all services to be provided by one supplier. The lowest or any EOI shall not necessarily be accepted. FRCS reserves the right to accept or reject any or all the submissions without providing the reasons.

Submissions should be delivered in a sealed envelope clearly marked **EOI 08/2021 – Pest Control Service, Sanitary Service and Cleaning Services** addressed and posted to:

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

OR hand delivered to Fiji Revenue & Customs Service Complex, Building 3, Level 3, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji no later than **12pm on 10th December 2021**.

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 FRCS 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 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 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 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.

1.4 Bidder's Risk

FRCS 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.

1.5 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 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 FRCS until a written agreement acceptable by FRCS is executed by an authorized officer of FRCS and the successful applicant(s).

1.6 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 FRCS 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 or 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 FRCS 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 FRCS 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 (Business license and 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 Qualifications 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.

2.0 Detailed System/Quantity Requirements

2.1 Technical Specifications –

- The EOI submission should contain detailed specifications of the proposed solution including supplier contacts for queries and clarifications.

2.2 Compliance –

Compliance should be

- i. Full Compliance(FC)
- ii. Partial Compliance(FC)
- iii. Non Compliance(NC)

Reference to documents supporting compliance to be provided.

2.3 Submissions must include the following:

- Company experience
- Tax compliance
- VAT registration
- FNFP compliance
- References of pervious works
- Methodology of works
- Business registration certificate
- Business profile

Companies and Individuals will be selected in accordance with the conditions set above and FRCS Tender Procedures.

FRCS Office Locations- Cleaning Services

The successful bidder will need to provide the cleaning services to the following FRCS offices:

- I. FRCS complex, HQ – Nasese
- II. FRCS Nasova Dog Kennel
- III. Nakasi archive office
- IV. Suva wharf office
- V. Queens warehouse – Rodwell road
- VI. OCO office
- VII. Nausori FRCS office
- VIII. Nadi Votualevu FRCS office
- IX. Nadi Baggage Hall
- X. Nadi Dog kennel
- XI. Lautoka compliance & Revenue building
- XII. Lautoka wharf office
- XIII. Levuka office
- XIV. Labasa office
- XV. Savusavu office
- XVI. Ba FRCS office
- XVII. Rakiraki FRCS office
- XVIII. Sigatoka FRCS office

Service Type:

The following scope of works are required to be carried out at all FRCS offices:

Cleaning Services:

Scope of Works	Frequency
Floor Maintenance:	
Vacuum rugs & carpets including door mats.	3 times a week
For Nadi baggage hall (Including after hours)	Daily/weekends
Sweep tiled & concrete inside and outside buildngs including lifts and stairs.	Daily
Sweep carpark basement for Nasese & Lautoka office	Once per week
Water Blasting carpark basement for Nasese & Lautoka	Quarterly basis
Mop tiled areas	Daily
Polishing of tiles and grout cleaning	6 monthly basis
Kitchens & Cafeteria:	
Wipe all tables, sinks and counters	Daily
Dust chairs	Daily
Dust & wipe shelves & kitchen walls	Daily

Office Workspace:	
Dust and wipe workstations and other office tables	Once per week
For Nadi baggage hall (Including after hours)	Daily/weekends
Dust cabinets and shelves	Once per week
Dust ledges and fittings	Once per week
Toilets & Washrooms:	
Clean toilet bowls, basin and urinals	Daily
Sweep and mop floors	Daily
Scrub floors, sinks, etc.	Once per week
Toilet paper refills	Daily
Dust & wipe walls, doors, sinks, sink counters, etc.	Daily
Waste Disposal:	
Empty all rubbish bins & place in waste bin	Daily
For Nadi baggage hall	Daily & weekends
Wipe windows & glass surfaces:	
Common areas (inside and outside of the premises)	Once per week
For Nadi baggage hall	Daily & weekends
Office areas (inside and outside)	Once per week

FRCS Office Locations- Pest Control

The successful bidder will need to provide Pest control services to the following FRCS offices:

- I. FRCS complex, HQ – Nasese
- II. FRCS Nasova Dog Kennel
- III. Nakasi archive office
- IV. Suva wharf office
- V. Queens warehouse – Rodwell road
- VI. Nausori FRCS office
- VII. Nadi Votualevu FRCS office
- VIII. Nadi Baggage Hall
- IX. Nadi Dog kennel
- X. Lautoka compliance & Revenue building
- XI. Lautoka wharf office
- XII. Levuka office
- XIII. Labasa office
- XIV. Savusavu office
- XV. Ba FRCS office
- XVI. Rakiraki FRCS office
- XVII. Sigatoka FRCS office

Service Type:

- I. Pest control on cockroaches, rat, mice and ants to be serviced on monthly basis.
- II. Fogging to be carried out on a 6 monthly basis.

FRCS Office Locations- Sanitary Services

The successful bidder will need to provide Sanitary services to the following FRCS offices:

Location	Description	QTY
BA OFFICE		
Ba Office	Air Freshners	4
BA OFFICE	Soap Liquid	0
LABASA OFFICE		
Labasa Office	Air Freshners	10
Labasa Office	Sanitary Bin	1
Labasa Office	Soap Dispenser	3
LAUTOKA OFFICE		
Lautoka Compliances	Air Freshners	12
Lautoka Compliances	Sanitary Bin	5
Lautoka Compliances	Soap Dispenser	6
Lautoka Compliances	Urinal Sanitizer	2
Lautoka Revenue	Air Freshners	18
Lautoka Revenue	Sanitary Bin	4
Lautoka Revenue	Soap Dispenser	6
Lautoka Revenue	Urinal Sanitizer	2
LEVUKA OFFICE		
Levuka Office	Air Freshners	3
Levuka Office	Sanitary Bin	2
Levuka Office	Soap Dispenser	1
NADI OFFICE		
FDDU Nadi	Airfreshner	1
FDDU Nadi	Soap Dispenser	1
VOTUALEVU OFFICE		
Votualevu Office	Air Freshners	8
Votualevu Office	Sanitary Bin	3
Votualevu Office	Soap Dispenser	6
Votualevu Office	Urinal Sanitizer	4

Location	Description	QTY
NAKASI WAREHOUSE		
Nakasi Warehouse	Air Freshners	1
Nakasi Warehouse	Sanitary Bin	1
Nakasi Warehouse	Soap Dispenser	1
NAUSORI OFFICE		
Nausori Office	Airfreshners	4
Nausori Office	Sanitary Bin	1
Nausori Office	Soap Dispenser	3
RAKIRAKI OFFICE		
Rakiraki Office	Air Freshners	4
Rakiraki Office	Sanitary Bin	1
Rakiraki Office	Soap Dispenser	1
SAVUSAVU OFFICE		
Savusavu Office	Air Freshners	9
Savusavu Office	Sanitary Bin	1
Savusavu Office	Soap Dispenser	3
SIGATOKA OFFICE		
Sigatoka Office	Air Freshners	2
Sigatoka Office	Sanitary Bin	1
Sigatoka Office	Soap Dispenser	2
NASESE OFFICE		
Nasese Office	Air Freshners	69
Nasese Office	Sanitary Bin	40
Nasese Office	Soap Dispenser	41
Nasese Office	Urinal Sanitizer	30
FRCS NASOVA DOG KENNEL OFFICE		
Nasova Dog Kennel Office	Air Freshners	2
Nasova Dog Kennel Office	Soap Dispenser	1

Summary	Total
Air Freshners	151
Sanitary Bin	62
Soap Dispenser	77
Urinal Sanitizer	39
Total	329

Terms & conditions may vary and will depend on the assessment undertaken by FRCS. When making a submission, bidders must submit two (2) hard copies with one marked “original” and the other marked “copy” and one (1) soft copy emailed to tenders@frcs.org.fj or presented to FRCS via a secured USB drive. All clarifications can be directed via email to tenders@frcs.org.fj.

END