



**FIJI REVENUE AND
CUSTOMS SERVICE**

SPECIFICATIONS FOR

Tender 09/2022 – Microsoft Software License Renewal

TABLE OF CONTENTS

Advertisement.....	3
1.0 General Terms and Conditions.....	4
1.1 Format of Response.....	4
1.2 Late Submissions	4
1.3 Applicants to Inform Themselves	4
1.4 Bidder's Risk.....	5
1.5 Selection of Preferred Applicant	5
1.6 Conduct of Applicants	5
1.7 Currency.....	6
1.8 Corporate Information	6
1.9 Qualifications and Capability	6
1.10 Mergers, Acquisitions, Sales of Applicant	7
1.11 Enquiries	7
2.0 Financial Proposal	8
2.1 Cost Matrix	8
3.0 Detailed System/Equipment Requirements.....	10
3.1 Technical Specifications.....	10
3.2 Compliance	10
4.0 Technical Requirements.....	11
5.0 References.....	14

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**

TENDER

No. 09/2022: Microsoft Software License Renewal

We are inviting tenders from individuals and companies that are interested in supplying 'Microsoft Software License Renewal' to FRCS

Interested bidders can access the tender specifications from the FRCS website page: <https://www.frcs.org.fj/tenders/>. For further information, please email on tenders@frcs.org.fj.

All tenders must be submitted in a sealed envelope and clearly marked as 'Tender No 09/2022 – Microsoft Software License Renewal'. It can be posted on the address provided below:

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

OR hand delivered to FRCS Head Office, Level 3, Building 3, Nasese Complex OR email to tenders@frcs.org.fj no later than 12.00pm 15th July, 2022

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

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 tender 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 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.

1.4 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 tender 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 tender 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 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 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 FNPF, Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal. (Tax, VAT and FNPF Letters attached to proposal).

- b. Be able to demonstrate that it will be able to meet its financial obligations under this tender.
- c. The bidder has to have direct partnership with the supplier (**Partner Certificate to be included with proposal**) and **must be an authorised reseller or distributor.**

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 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.

2.0 Financial Proposal

2.1 Cost Matrix

Bidders should provide their cost breakdown in the following format. Costing to be provided for an annual term (12 months) for each of the software categories.

A. COST BREAKDOWN SUMMARY

COST MATRIX		
Category	Description	Cost VIP (FJD)
Microsoft Software Subscription	1. Cloud Software I	
	Office 365 E3 (650 Users – 12 months)	
	[#CFQ7TTC0LF8R]	
	-- add rows as needed	
	<i>Subscription Sub-Total</i>	
	2. Cloud Software II	
	Project Plan 3 (15 Users – 12 months)	
	[#CFQ7TTC0HDB0]	
	-- add rows as needed	
	<i>Subscription Sub-Total</i>	
	3. Cloud Software III	
	Visio Plan 2 (20 Users – 12 months)	
	[#CFQ7TTC0HD32]	
	-- add rows as needed	
	<i>Subscription Sub-Total</i>	
	Others (specify)	
	Overall Software Total	

3.0 Detailed Software Requirements

3.1 Software Specifications –

- The tender submission should contain details on the software products and features that is offered by the vendor for each item.

3.2 Compliance –

Compliance should be

- Full Compliance(FC)
- Partial Compliance(PC)
- Non Compliance(NC)

Reference to documents supporting compliance to be provided.

4.0 Technical Requirements

Microsoft Software Plans	
Category	Description
Software Items	Office 365 E3 – 12 months (650 users)
	Project Plan 3 – 12 months (15 users)
	Visio Plan 2 -12 months (20 users)

5.0 References

Bidders are required to provide a list of Local and/or International references who are currently using or have used a similar/same solution in the past 12-36 months. This should include contact details and designation of the person who is authorised to provide a reference on behalf of the Company.

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.

A completed and signed copy of the Compliance Criteria Form together with all pertaining documents must also be included with the submission.

END