



## **SPECIFICATIONS FOR**

**Expression of Interest (EOI) 03/2023  
Pest Control and Sanitary Services**

## TABLE OF CONTENTS

<b>Advertisement</b> .....	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 Merges, Acquisitions, Sales of Applicant.....	7
1.11 Enquiries.....	7
2.0 Detailed System/ Quantity Requirements.....	7
2.1 Technical Specification.....	7
2.2 Compliance .....	7
2.3 Compliance Requirements.....	7
2.4 Pest Control Services Location.....	9
2.3 Sanitary Services Location.....	10

## 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)

#### EOI No. 03/2023 Pest Control and Sanitary 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

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/>

For Queries: Email: [kbalenasuva@frcs.org.fj](mailto:kbalenasuva@frcs.org.fj) or contact 3243 107/8070773

The lowest or any EOI shall not necessarily be accepted. FRCS reserves the right to accept or reject any or all EOI submissions without providing the reasons.

All tenders to be sent in a sealed envelope marked "EOI No. 03/2023 Pest Control and Sanitary Services" and should be addressed to:

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

Tenders can also be placed in the Tender Box located at Fiji Revenue & Customs Service Complex, Building 2, Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji no later than **12pm** on **1<sup>st</sup> March 2023**

**World Class Vision**

## **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 previous works
- List of current client
- 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.

#### **2.4 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

##### **2.41.1 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.



## 2.5 FRCS Office Locations- Sanitary Services

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

Location	Description	QTY
<b>BA OFFICE</b>		
Ba Office	Air Fresheners	4
<b>LABASA OFFICE</b>		
Labasa Office	Air Fresheners	10
Labasa Office	Sanitary Bin	1
Labasa Office	Soap Dispenser	3
<b>LAUTOKA OFFICE</b>		
Lautoka Revenue	Air Fresheners	18
Lautoka Revenue	Sanitary Bin	4
Lautoka Revenue	Soap Dispenser	6
Lautoka Revenue	Urinal Sanitizer	2
<b>LAUTOKA WHARF</b>		
Lautoka Wharf	Air Fresheners	2
Lautoka Wharf	Soap Dispenser	1
<b>LEVUKA OFFICE</b>		
Levuka Office	Air Fresheners	3
Levuka Office	Sanitary Bin	2
Levuka Office	Soap Dispenser	1
<b>NADI OFFICE</b>		
FDDU Nadi	Air Freshener	1
FDDU Nadi	Soap Dispenser	1
<b>VOTUALEVU OFFICE</b>		
Votualevu Office	Air Fresheners	14
Votualevu Office	Sanitary Bin	3
Votualevu Office	Soap Dispenser	7
Votualevu Office	Urinal Sanitizer	4
<b>SIGATOKA OFFICE</b>		
Sigatoka Office	Air Fresheners	2
Sigatoka Office	Sanitary Bin	1
Sigatoka Office	Soap Dispenser	2
<b>RAKIRAKI OFFICE</b>		
Rakiraki Office	Air Fresheners	4
Rakiraki Office	Sanitary Bin	1
Rakiraki Office	Soap Dispenser	1

Location	Description	QTY
<b>NAKASI WAREHOUSE</b>		
Nakasi Warehouse	Air Fresheners	1
Nakasi Warehouse	Sanitary Bin	1
Nakasi Warehouse	Soap Dispenser	1
<b>NAUSORI OFFICE</b>		
Nausori Office	Air Fresheners	4
Nausori Office	Sanitary Bin	1
Nausori Office	Soap Dispenser	3
<b>SAVUSAVU OFFICE</b>		
Savusavu Office	Air Fresheners	9
Savusavu Office	Sanitary Bin	1
Savusavu Office	Soap Dispenser	3
<b>NASESE OFFICE</b>		
Nasese Office	Air Fresheners	61
Nasese Office	Sanitary Bin	32
Nasese Office	Soap Dispenser	28
Nasese Office	Urinal Sanitizer	24
<b>FRCS NASOVA DOG KENNEL OFFICE</b>		
Nasova Dog Kennel Office	Air Fresheners	2
Nasova Dog Kennel Office	Soap Dispenser	1
<b>FRCS SUVA WHARF OFFICE</b>		
Suva Wharf Office	Air Fresheners	4
Suva Wharf Office	Sanitary Bin	2
Suva Wharf Office	Soap Dispenser	2
Suva Wharf Office	Urinal Sanitizer	1
<b>Port Denarau</b>		
Port Denarau	Air Fresheners	1
Port Denarau	Soap Dispenser	1
<b>Baggage Hall Nadi Airport</b>		
Baggage Hall	Air Fresheners	1
Baggage Hall	Soap Dispenser	1
<b>Nadi Airport Office</b>		
Nadi Airport Office	Air Fresheners	1
Nadi Airport Office	Sanitary Bin	1
Nadi Airport Office	Soap Dispenser	1

Summary:

Air Fresheners	142
Sanitary Bin	50
Soap Dispenser	63
Urinal Sanitizer	31
<b>Total</b>	<b>286</b>

Further clarifications and questions please email [kbalenasuva@frcs.org.fj](mailto:kbalenasuva@frcs.org.fj) Sealed Expressions of interests marked "EOI No. 03/2023 Pest Control and Sanitary Services" must be delivered in written form to :-

**Chairman  
FRCS Tenders Board  
Fiji Revenue & Customs Service  
Private Mail Bag  
SUVA**

OR hand delivered to Fiji Revenue & Customs Service Complex, Building 2, Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji no later than **12pm** on **1st March 2023**

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 [kbalenasuva@frcs.org.fj](mailto:kbalenasuva@frcs.org.fj) or presented to FRCS via a secured USB drive. All clarifications can be directed via email to [kbalenasuva@frcs.org.fj](mailto:kbalenasuva@frcs.org.fj).