



FIJI REVENUE AND CUSTOMS SERVICE

Terms of Reference

Tender Reference	RFT No. 16/2023
Tender Title	Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)
Release Date	Friday 21 st July, 2023
Submission Response Close	Monday 07 th August, 12PM FJT

Table of Contents

Advertisement	3
Section 1 – Invitation to Tender	4
Section 2 – General Terms and Conditions.....	5
Section 3 – Bid Data Sheet.....	8
Section 4 – Schedule of Returnable Forms	9
Schedule A: Declaration by Bidder – Conformity	9
Schedule B: Bidder Information	10
Schedule C: Project Commitment, Experience & Referees	11
Schedule D: Key Personnel	12
Schedule E: Plant, Machinery & Equipment	13
Schedule F: Sub-Contractors	14
Schedule G: Works Programme	15
Schedule H: Declaration by Bidder – Price	16
Schedule I: Price Breakdown	17
Section 5 – Technical Specification	19

Advertisement

The following is 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 responses:



**FIJI REVENUE AND
CUSTOMS SERVICE**

TENDER

RFT No. 16/2023 – Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)

The Fiji Revenue and Customs Service (FRCS) invites submissions from reputable Service providers who are interested in servicing & maintenance of fire equipment's at various FRCS properties.

The Terms of Reference is available on 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 "RFT No. 16/2023 – Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)" and should be addressed to:

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

Tenders should be dropped in the Tender Box located at **FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji** no later than **12 pm FJT on Monday 07th August, 2023.**

No other methods of Submission will be accepted.

Section 1 – Invitation to Tender

RFT No. 16/2023 – Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)

1. Fiji Revenue and Customs Service (FRCS), invites written signed tenders from eligible bidders for the given subject.
 2. The following attachments form part of the Bidding Documents:
 - Section 1 – Invitation to Tender
 - Section 2 – General Terms and Conditions
 - Section 3 – Bid Data Sheet
 - Section 4 – Schedule of Returnable Forms
 - Schedule A: Declaration by Bidder – Conformity
 - Schedule B: Bidder Information
 - Schedule C: Project Commitment, Experience & Referees
 - Schedule D: Key Personnel
 - Schedule E: Plant, Machinery & Equipment
 - Schedule F: Sub-Contractors
 - Schedule G: Works Programme and Project Methodology
 - Schedule H: Declaration by Bidder – Price
 - Schedule I: Price Breakdown
 - Section 5 – Technical Specification
 - Annexure – List of Locations VS Equipment VS Quantity
 3. Competitive bidding will be conducted under FRCS procurement procedures and guidelines and is open to all eligible companies.
 4. Interested bidders can access the tender specifications from the FRCS website page: <https://www.frsc.org.fj/tenders/> at no cost. All documents are in the English language.
 5. It is the bidder's responsibility to ensure that the submission is dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, before the specified closing time.
 6. Bidders are required to submit compliance certificates/letters from FNPF, FRCS & FNU, as part of their bids. Failure to comply with the requirements of the Bidding Documents may invalidate your submission.
 7. Bidders seeking further clarification/information on the Tender and/or the process should contact via email on tenders@frcs.org.fj
 8. Bid responses must be hand delivered before **12pm FJT on Monday 07th August 2023**.
 9. Late tenders will not be accepted.
 10. The lowest or any tender may not necessarily be accepted.
 11. FRCS reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Tenderer or Tenderers.
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Section 2 – General Terms and Conditions

The following General Terms and Conditions will apply.

1.1 Format of Response	Each bidder must provide a formal letter of transmittal that must: - Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization. - 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 - Provide a contact name, address, landline 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: - Examine this specifications document; and any documents referred to within; and any other information made available by FRCS to the applicants. - Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries. - 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: - Examined the tender specifications and any other information made available in writing by FRCS to the applicants. - 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: - Lobbying of or discussions with any politician or political groups during this tender process. - 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. - Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel. - Accepting or providing secret commissions. - 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: - Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration); - 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. - A full description of the current operations of the company including the most recent audited financial statement. - A copy of the company's Certificate of Incorporation. - 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. - Provision of details of any legal proceedings that are being done against the company.
1.9 Qualifications and Capability	Each Applicant must: - Be FNPF, FRCS, FNU & VAT compliant (letters to be attached). Tax Identification Number (TIN) must be quoted in the submission. - Be able to demonstrate that it will be able to meet its financial obligations under this tender. - The bidder has to have direct partnership with the supplier (Partner Certificate to be included with proposal) and must be an authorized reseller, distributor and service center.
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.
1.12 Confidentiality	• All Companies shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of FRCS in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. • Any effort by a Tenderer to influence the FRCS in its decisions on Tender evaluation, Tender comparison, or Contract Award may result in the rejection of the Tenderer's Bid.
1.13 Price Bid	The Price(s) should include all non-exempt duties, taxes, and other levies payable by the Tenderer under the contract/purchase order and must be as per the Price Schedule/Bid Form provided.
1.14 Bid Validity Period	The bid shall remain valid for 90 calendar days after the deadline of the receipt of the bids.
1.15 Notification of Award	FRCS will notify the successful Tenderer in writing prior to the expiration of the period of Bid Validity. FRCS may sign a contract with the successful Tenderer and issue a Purchase Order for a set duration.
1.16 Extension of Validity Period	• In exceptional circumstances, prior to the expiration of the proposal validity period, FRCS may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal. • If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change to the original Proposal. • The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.

Section 3 – Bid Data Sheet

BDS No.	Description	Instruction
1.	Recommended Pre-Bid Site Meeting	Date: Wednesday 2 nd August, 2023 Time: 11am – 12pm Venue: Building 2 – Level 4, FRCS Complex, Suva Contact Person: Mr. Michael Rao Designation: Properties Officer, Finance Contact Details: (T) 679 324 3167 (M) 999 5592 (E) mr Rao@frcs.org.fj
2.	Equipment Location	Various around mainland Viti Levu
3.	Condition of Tender	2 Year Service Level Agreement
4.	Contract Form	The provisions of the Contract Template are only indicative of the terms and conditions that the parties may ultimately agree to enter and will become binding on the parties after the Tender has been awarded and upon finalization and execution of the contract.
5.	Mandatory Supplementary Documents	• Company Profile including Organization Structure • Key Resources (staff & equipment) • Business Registration • FRCS Tax Compliance Letter • FNPF Compliance Letter • FNU Levy Certificate • OHS Compliance Certification • NFA Compliance Certification • 3 minimum written Clients Reference with contact details • 2 minimum written Supplier Reference • 3 minimum Past Project Experience of Similar Value and Nature • Work Program in Gantt Chart format
6.	• Public Liability Cover • Workmen Compensation • Contractors All Risk	FJD 500,000.00
7.	Deadline / Submission	Date: Monday 07 th August 2023 Time: 12pm FJT Mode: Submission to be dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva. Tender to be in a sealed envelope and clearly marked as “RFT No. 16/2023 – Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)”.

Section 4 – Schedule of Returnable Forms

Schedule A: Declaration by Bidder – Conformity

Tender Reference:	RFT No. 16/2023
Tender Title:	Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)

1. We, confirm to have examined the Tender Documents, attended the Pre-Bid Site Meeting (if any) and hereby acknowledged any addendums thereof, offer to supply the goods, services or works set out in the ITT, the Specifications, Drawings and accompanying documents for the price(s) specified in the Price Schedule.
2. Declare that we have read and clearly understood all Sections of this ITT , including the GTC & TOR, if required we will sign and return any section of ITT to form part of the Contract Document.
3. We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:
 - a. have no conflict of interest, is not under procurement prohibition by the FRCS or been suspended, debarred, sanctioned or otherwise identified as ineligible;
 - b. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
 - c. Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the FRCS or any other party, and to conduct business in a manner that averts any financial, operational, reputational, or other undue risk to FRCS.
4. We declare that all the information and statements made in this Proposal are true and we accept not to deviate, unless the Scope of Work will change by the FRCS;
5. Agree that the FRCS has the right to deduct the full Bid Security Sum (if any) in case of any breach to the terms of conditions of the ITT or in case where we decided to reject the offer by the FRCS after the Letter of Award has been issued by the FRCS;
6. I understand that the FRCS reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as FRCS may decide. FRCS is not bound to accept the lowest or any tender.
7. Confirm that our submission shall be valid and remain binding upon us for the period specified in the GTC.

I, the undersigned, certify that I am duly authorized to sign this Proposal and bind it should FRCS accept this Proposal.

Authorized Representative Signature : _____
Authorized Representative Name : _____
Designation : _____
Company Name : _____

[Bidders official stamp/seal]

Date : _____

Schedule B: Bidder Information

Bidder Registered Name	[Complete]
Legal Address	Street Address: [Complete] Postal Address: [Complete] Office Number: [Complete] Website (if any): [Complete]
Year of Registration	[Complete]
List of Director(s)/Shareholder(s)	[Complete]
Bidder's Authorized Representative	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of Operation	[Complete]
No. of full-time Employees	[Complete]
No. of Technical Employees	[Complete]
No. of Field Employees	[Complete]
Contact person FRCS may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Attach the following documents:	• Company Profile, <u>not</u> exceeding fifteen (15) pages with Organization Structure, Director (s), specialization, expertise, list of equipment, machinery and resources; • Project Profile, list of past experiences in similar nature and capacity with contact details; • Brochures and product catalogs relevant to the goods/services being offered; • Certificate of Incorporation/ Business Registration; • Valid Tax Compliance Certificate issued by FRCS; • Certificate of Tax Registration and Exemption (if any); • Valid FNPFC Compliance Certificate; • Valid FNU Levy Compliance Certificate; • Valid OHS & NFA Compliance Certificate; • Valid PL, Workmen & Contractors All Risk Covers; • Copies of the financial statement (balance sheets, including all related notes, and income statements) for atleast recent 3 years prepared by a qualified Accountant professional; • Work Programme – submit tentative program in Gantt chart, indicating key trade and milestone timelines;

Schedule C: Project Commitment, Experience & Referees

C.1 – On-Going Projects

List down Projects currently in Progress in the table below.

Client Name	Project Name & Location	Contract Value	% Progress & Approximate Completion time	Types of activities being undertaken

☐ Bidders may also attach additional information with the submission.

C.2 – Past Project Experience

List down Past Project Experience in the table below of similar scope & capacity to this tender.

Client Name	Project Name & Location	Contract Value	Year of Completion	Types of activities undertaken

☐ Bidders may also attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more, with the submission.

C.3 – Project Cliental Referees

List down atleast 3 Cliental Referee details in the table below.

Name of Referee	Project Name & Location	Reference Contact Details	Contract Value	Types of activities undertaken
1.				
2.				
3.				

☐ Bidders may also attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more, with the submission.

Schedule D: Key Personnel

List the key staff personnel that will be engaged for this project.

Name	Current Position	Experience	Qualification	Role for this Project and % Contribution
				Contract Administrator % - [Complete]
				Director % - [Complete]
				Finance Controller % - [Complete]
				Accounts % - [Complete]
				Manager Technical % - [Complete]
				Service Lead – Central % - [Complete]
				Service Lead – Western % - [Complete]
				Service Lead – Eastern % - [Complete]

☐ Bidders to attach resume of nominated key staff personnel required for the project as assigned above.

Schedule E: Plant, Machinery & Equipment

List out all necessary plants and equipment required to undertake the project/ works prescribed in the ITT. The bidders must indicate whether the listed equipment is owned, hired, or will be purchased.

Description of Equipment	Quantity	Ownership (Owned / Hired / To be Purchased)

☐ Bidders to attach registration and/or further agreement/ arrangements as applicable based to the indication as above.

Schedule F: Sub-Contractors

List out all the services of a Sub-Contractor and the nominees. Successful Contractor will not be allowed to change the sub-contractor at any stage of the project once awarded. If the contractor for some reason wishes to change a sub-contractor, FRCS approval will be required in writing.

Sub-Contractor Name	% work being outsourced	Types of Activities and Services to be undertaken

☐ Bidders to attach Business Registration, Valid FNPF, FRCS, FNU Compliance Certificate, Company & Project Profiles for all nominated Sub-Contractors. Agreement/arrangements (if any) made for the above serves shall also be attached.

Note: It is expected that the Bidder as the Lead Contractor to be undertaking a minimum of 70% of the contracted works at any given time.

Schedule G: Works Programme

Bidder must attach;

- Tentative works programme using Gantt chart, indicating key trade and milestone timelines.

Schedule H: Declaration by Bidder – Price

Tender Reference:	RFT No. 16/2023
Tender Title:	Provision of Servicing & Maintenance of Fire Equipment at FRCS Properties (Re-advertised)

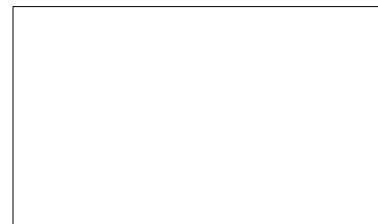
We, the undersigned, submit our Price for the above project in accordance with the Drawings/Specification prepared by FRCS.

The whole of the works shall be completed and carried out to the entire satisfaction of FRCS for the sum of [Insert amount in words and figures (VIP)].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the General Terms & Conditions. We understand you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized to sign this Proposal and bind it should FRCS accept this Proposal.

Authorized Representative Signature : _____
Authorized Representative Name : _____
Designation : _____
Company Name : _____
Date : _____



[Bidders official stamp/seal]

Schedule I: Price Breakdown

No.	Table 1 – Fire Fighting Equipment Servicing	Rate/Unit (VIP)
1.	Portal Fire Extinguisher	
2.	Hose Reel System	
3.	Hydrant Servicing	
4.	Painting of Portable Fire Extinguisher	
5.	Service Fee for Routine Attendance	
6.	Service Fee for Emergency Call (Office Hours)	
7.	Service Fee for Emergency Call (After Hours)	
8.	<i>Itemized listing if any others:</i>	
No.	Table 2 – Fire Fighting Equipment Replacement Parts	Rate/Unit (VIP)
1.	Powder Extinguisher Refills	
2.	CO ₂ Extinguisher Refills	
3.	O-rings for Extinguisher	
4.	O-rings for Hose Reels	
5.	Safety Pins/Clips	
6.	Carbon-dioxide Valve Levers	
7.	Carbon-dioxide Squeeze Grip-Valves	
8.	Discharge Hose for Dry Powder Extinguishers	
9.	Flexible Hose & Horn for CO ₂ Extinguishers	
10.	Head Caps Assemblies – CO ₂	
11.	Head Caps Assemblies – Dry Powder	
12.	19mm Fire Hose Reels Nozzle	
13.	Seals	
14.	Blazon	
15.	Service Tag	
16.	Signage Stickers	
17.	<i>Itemized listing if any others:</i>	
No.	Table 3 – Fire Fighting Equipment Supply	Rate/Unit (VIP)
1.	Fire Blanket (1mtr x 1mtr)	
2.	Fire Blanket (1.2mtr x 1.8mtr)	
3.	19mm x 36mtr Fire Hose Reel – Wall Mount	
4.	19mm x 36mtr Fire Hose Reel – Swing Arm	
5.	19mm x 36mtr Fire Hose Reel – Cabinet Type	

No.	Table 4 – Fire Fighting Equipment Supply	Rate/Unit (VIP)	
		New	Refill
1.	1kg ABE Dry Fire Extinguisher		
2.	2kg ABE Dry Fire Extinguisher		
3.	2.5kg ABE Dry Fire Extinguisher		
4.	4.5kg ABE Dry Fire Extinguisher		
5.	9kg ABE Dry Fire Extinguisher		
6.	2kg CO ₂ Fire Extinguisher		
7.	3.5kg CO ₂ Fire Extinguisher		
8.	5kg CO ₂ Fire Extinguisher		

Section 5 – Technical Specification

Preliminaries:

1. All Tenderers are to visit site to view the works outlined in the Scope of Works. Where Tenderer provide quotes, it is assumed that proper site inspection has been done. It is intended that the works shall be done in a manner where the FRCS's operation is not affected.
2. This document shall form part of the contract for the works. No conditions or standard requirements either expressed or implied in Tenderers submissions and quotation shall override this Scope of Works/Specification and the Contract documents.
3. The Contactor shall furnish all labour equipment, transportation, and services as necessary to complete all the works included in this ITT specifications.

Code of Practise:

- NZS 4503:2005 – Hand Operated Fire Fighting Equipment
- NZS 4512:2021 – Fire Detection & alarm Systems in Building
- NZS 4541:2020 – Automatic Fire Sprinkler Systems
- AS 2118.1:2017 – Automatic Fire Sprinkler Systems
- NZS 45410:2022 – Fire Hydrant
- AS 2419.1:2021 – Hydrants Installation
- AS 2941:2013 – Fixed Fire Protection
- Other relevant codes and legislations which are currently enforced.

Scope of Works:

1. Serving the listed fire equipment for the contract period bi-annually or on emergency call within the service contact period.
 - Portable Fire Extinguishers (CO₂, Dry Powder and ABE Powder)
 - Hose Reel System
 - Hydrant System
 - Fire Suppression System
 - Fire Blanket
 - Smoke Detectors
 - Heat Detectors
 - Sounders
 - Fire Control Panel
 - Supply and Install Worn Out Parts
 2. The maintenance will include but not limited to; dusting, checking corrosion, peeling of paint, placing of service stickers, checking pressure, weight and level of content, refiling of used equipment, testing water pressure in the hydrant system, wall mounting, wall fixing brackets, sealing, and placing of safety pin.
 3. Response within 15 minutes and attend at the premises to any, fire, calls and alarms.
 4. Provide cost of servicing each equipment and respective parts cost.
 5. Generate and issue a service report no later than a day after the works carried out.
-

Other Relevant Information:

1. The Contractor will prepare a Work Programme, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to Manager Properties and Facilities for approvals before commencing with work on the site. For tender purposes draft and/or past such methodology from any other awarded Contract can be submitted.
2. Validity of the rates as per Schedule I shall remain for the duration as per period of time specified in the Bid Datasheet.
3. The Contractor is responsible for insurance covers, therefore must obtain and maintain respective insurances for person, tools, equipment, machineries involved in carrying out the works.
4. All servicing and checks need to be undertaken up to the highest standards (AS/NZ) and ensure all components are thoroughly inspected during each serve.
 - Check outlet pressure of each hydrant,
 - Pressure tests all hose,
 - Check operation of flow switch on feed t internal hydrants,
 - Check that all hydrants are accessible and undamaged,
 - Check that all hose-reels are neatly wound and ready for use,
 - Check that all extinguishers are in place and ready for use,
 - Check that all signs and labels are visible and readable,
 - Service all extinguishers as per NZS 4503 and manufacturer's instructions,
 - Run out full length of each hose-reel and check hose condition,
 - Check for leakage in hose, and nozzle when pressurized with nozzle closed,
 - Check that the isolating valve is open,
 - Check operation of the flow switch by floating water from the test valve,
 - Automatic fire detectors shall be tested accordingly – Smoke & Heat.

Note:

- All Product and Services should strictly meet NFA Compliance.
- Total cost and unit cost(s) must be clearly stated as per unit of measure stated in the table provided in the annexure attached.
- State clearly the brands of the products quoted and attach supporting certifications.
- Technical pamphlets are also to be attached.
- Service turnaround time to be discussed/highlighted in the work programme.
- Warranty period to be mentioned and associated conditions.
- Demonstrate access to or stock of fire equipment and spare parts.
- Delivery, Lead Times, Stock availability to be mentioned.
- Failing to comply with the above Terms and Conditions shall invalidate your submission.
- All Product and Services should be delivered at the specified various locations.
- During servicing, the Service Providers' attendee must be clearly identifiable in PPE/Uniform/Company ID Card.