



THE FIJI SUGAR CORPORATION LIMITED

FSC HEAD OFFICE, DRASA AVENUE RD, BALAWA, LAUTOKA

Phone: 6662555 Fax: 6664685

TENDER DOCUMENTS FOR FREIGHT SERVICES-SEA & AIR

The Fiji Sugar Corporation Limited hereby invites offers, through sealed tenders from well established Freight Companies for Freight Services – Sea & Air (Import/Export).

1.0 The Tender:

1.1 Tenders shall be submitted in a sealed envelope and deposited in the Tender Box located in the Reception Area of the FSC Head Office, Balawa, Lautoka.

The envelope must be sealed and shall be clearly marked;

TENDER FOR FREIGHT SERVICES – SEA & AIR

TENDER NO: 57/457/15

THE FIJI SUGAR CORPORATION LIMITED

BALAWA

LAUTOKA.

FIJI

It is the responsibility of the tenderer to ensure that tender documents are placed in the Tender Box. The Fiji Sugar Corporation Limited will not be responsible for any lost or misplaced tenders.

1.2 Issue Date

Tender Documents can be obtained from FSC Website – www.fsc.com.fj

1.3 Closing Date & Time

FSC will be closing for Christmas from the 18th December, 2015 to the 19th of January, 2016. **Tender submissions are to be dropped on the Tender Box provided at the Reception area, FSC Head Office, Drasa Avenue Rd, Balawa, Lautoka from 18/01/16 to 22/01/16 before 4.00pm.**

1.4 Validity

The tender shall remain valid for acceptance for a period of 90 days from the date of closing.

1.5 Contract Period:

The contract period will be for 3 years. The award will be initially for a year. An extension for a further 2 years is subject to the successful completion of the contractual obligations during the first year. Quarterly meetings will be held to review the performance of the contracted company.

1.6 Tender Documents:

The Tender Documents shall be marked "Original Tender" and shall bear the Tenderer's official stamp, together with the signature and name in block letters of the official company representative authorized to sign on behalf of the Tenderer.

1.7 Tender Forms

Tender Forms are being issued in duplicate. Please fill in the required information and submit one copy with your tender and retain one copy for your records. Failure to submit tenders on the Tender Forms provided will invalidate the tender.

1.8 Service Required – Air & Sea (Import/Export)

- a) All customs clearance at the point of origin & destination except for sea imports, which would be carried out by the Fiji Sugar Corporation.
- b) All deliveries to the destination (Procurement Warehouse) after clearance of cargo (Air Freight only).
- c) Consolidation of cargoes at the point of origin and destination. (To be included in the cost submitted with the tender)
- d) Where applicable (50kg or less) cost benefit analysis of Sea and Airfreight should be forwarded prior to shipment.
- e) Repacking of dangerous goods to comply with relevant regulations.
- f) Provision of monthly shipping schedules by email in advance.
- g) Insurance – Freight Forwarder's warehouse to be insured at point of origin and destination.
- h) Liability for goods – should start as soon as goods are handed over to the Freight Forwarder up to the delivery point. (Items in transit must be covered under insurance)
- i) Contractor is to be available, if necessary for discussion of any shipping issues.

- j) Consignment tracking services via internet to FSC.
- k) Correspondence to be made via email.
- l) Rates to include shipment to/from major country ports in countries requested and to/from tenderers consolidation centre.
- m) Devanning
- n) Full sets of documents for cargoes shipped to be emailed for local customs clearance 3 days after the ship leaves the port. (Any demurrage charges due to full sets of documents not forwarded in time to FSC will be surcharged to the Freight Forwarder)
- o) Local customs manifest number to be provided 2 days prior to ships arrival at port in order to process customs entry.
- p) Attain OUT OF METRO Area approval prior to pickup.
- q) Contracted Freight Forwarder SHOULD engage all available vessel so as to maximise the shortening of freighting time.
- r) Tenderer should own a Custom Bonded Warehouse or Container Freight Station (CFS).
- s) Tenderer should have their own FAK out of Country of Origin when freighting.
- t) Invoicing should be done on consolidated consignment.
- u) Over Dimension Cargo - Vendor should provide quotation and sought prior approval before freighting of consignment.
- v) Tenderer is to provide sample invoicing, mentioning all related charges that will directly affect any consignment. Below are the scenario:
 - Scenario 1:* India Metro, 0.6cbm, consolidated cost USD\$1000, 4 supplier
 - Scenario 2:* India out of Metro (200km), 1.3cbm, consolidated cost USD\$1000, 6 suppliers
 - Scenario 3:* Australia Metro, 0.6cbm, consolidated cost AUD\$1000, 4 supplier
 - Scenario 4:* Australia out of Metro (200km), 1.3cbm, consolidated cost AUD\$1000, 6 suppliers
 - Scenario 5:* New Zealand Metro, 0.6cbm, consolidated cost NZD\$1000, 4 supplier
 - Scenario 6:* New Zealand out of Metro (200km), 1.3cbm, consolidated cost NZD\$1000, 6 suppliers

1.9 Variation:

Any variation to rates, service or additional charges must be agreed by both parties in writing prior to start of work.

1.10 Tender Pricing

The rates and prices offered in the tender shall be fully inclusive of all costs and all other obligations of any and every kind to be borne by the tenderer under the terms of this contract.

These prices (VEP) shall remain firm for the duration of the contract period. All pricing on the invoice shall be done using the same day's rate and converted to Fijian Currency. All final invoicing should be in Fijian Dollars.

NB: The tenderer is to disclose any disbursement fee if applicable.

Payments to companies/agencies will only be made to the contracted company. Separate 3rd party payment will not be accepted but are to be included in the contractors invoice.

The Tender Form list the expected categories of Charges/Fees, however it is the tenderer's responsibility to ensure all Charges/Fees are submitted with the offer for each country.

The tenderer is to provide their tendered costs in the format provided in the tender form list only. Back up details can be provided if required.

FSC reserves the rights to sent request for quotes to other freight forwards for countries which are not included in the contract.

During the contract period, under specific certain circumstances to meet the strategic needs, FSC reserves the rights to seek alternative quotes.

The Corporation reserves the right to award tender via Region, eg, Australia, New Zealand, Asia, Europe, etc.

1.11 Value Added Tax (VAT):

All tender pricing shall be calculated and expressed as VAT exclusive (VEP).

1.12 Market Fluctuations:

The tendered prices shall remain firm for the duration of the contract period. Price adjustments will only be allowed in such cases as that caused by Government levies and/or major currency devaluation and Fuel surcharge. If the Supplier expects reimbursement for such increases, it will also be expected to pass onto the Corporation any decreases in the same items. No adjustments to the agreed pricing will be allowed unless agreed to in writing by both parties. The successful tenderer will give a minimum of 21 days notice to the Corporation with proper justification for any request for increase/decrease to contract price. The justification must include all necessary documentary evidence/details supporting the increase/decrease sought. It is our intention that this Tender/Contract shall be based on an Open Book Policy. If there is a variation within the

contract period, the contracted price should be adhered to until the variation is agreed to by both parties.

1.13 Award

It is the intention of the Corporation to award this contract to a single Freight Forwarder. However, the Corporation reserves the right to split the award to two or more Freight Forwarders.

2.0 Specific Terms & Conditions of Supply:

a) Specification: If the prospective tenderer has any doubt as to the meaning or intention of the specification or any document incorporated in it by reference or if he/she requires further information to ensure that he/she has a clear and correct understanding of the nature and extent of the supply and work to be carried out under the contract, he/she shall direct any enquires he/she may have to resolve these with the FSC Strategic Sourcing Officer. Written request for additional information/clarification to this tender must be faxed to our fax number (679) 666 1533, marked to the attention of FSC Strategic Sourcing Officer.

A "Tender Information Request" (TIR) form will be issued for each enquiry providing details/clarification of the information requested. The "TIR" will be faxed/mailed to all participating tenderers. This will ensure that all tenderers will have the same information.

b) Claims Not Allowed

Claims for extra expenses under the contract will not be allowed on the grounds that insufficient information was given in the specification or that the tenderer was not conversant with the conditions prevailing at any of the Corporation's four sugar mills.

c) Verbal Advice

Verbal advice or information given or obtained in respect of this specification shall not constitute a warranty or a representation to the tenderer or prospective tenderer and shall not be binding on the Corporation. The Corporation shall be bound only by the advice or information furnished by the Corporation in writing.

d) Canvassing

The canvassing by tenderers and/or their agents will be considered grounds for the rejection of a tender.

Except as hereinafter provided a tenderer shall not discuss or attempt to interview or discuss any matter in relation to his/her tender or any other tender to this specification with any employee or agent of the Corporation.

All correspondence received, agreed Tender Information Request and agreed records of interview will form part of the Tender. Any provision contained therein, which is not in full confidence with the specification, shall have no force or effect unless that particular provision is specifically noted therein as a departure from the specification.

2.1 Statutory Requirement

The Supplier shall comply with the requirement of all Fiji Ordinances, Regulations, By-laws, and Orders and proclamation under the Acts and Ordinances. In particular, the Occupational Health & Safety Act and Environmental Protection Decrees must be fully complied with.

2.2 The "General Terms and Conditions for Tender/Contracts" attached to this document shall apply to this tender. "Clause G35 shall not apply to this tender."

2.3 The Corporation is not obliged to accept the lowest or any other tender.

2.4 Faxed, emailed and late tenders will not be accepted.

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