Specification for Insert tender details.

**Insert Agency Name.**

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# Project Background

*(Describe background of procurement project. Please detail the following changes that have led to the procurement need? Why does the Agency need this procurement? Who will benefit? etc)*

*Example*

For a couple of decades now there has been a steady decline in production in the beef and dairy industry even though continued support from Government assistance. One of the key reasons for decline in production is culling of diseased animals due to Brucellosis and Tuberculosis. There have been efforts to import more stock with better genetics into the country to rehabilitate the industry. However, the disease status of traditional exporting countries seems to be of concern with the latest being reports of Theleria occurrence in New Zealand. This has made importation of live animals difficult and in future, excessing quality genetics from offshore may become extremely difficult.

An alternative and safer way is to use of Bio-Technology to importation of live animals. Use of Bio-Technology such as embryo transfer [ET] technology would include importation of cattle embryos and developing our own nucleus herds for both beef and dairy industry for now and future. This will reduce further dependence on importation of live animals.

The success of the 1st phase Embryo transfer program in Fiji has encouraged developing more improved breeds for beef industry. Hence the second stage is intended to establish tropically adapted elite beef herd in Fiji, followed by a secondary stage of mass replication. The Ministry has identified two beef breeds –Drought Master and Wagyu for second phase of the Embryo transfer technology in the country. These breeds, have demonstrated a number of desirable commercial traits as well as proven environmental strengths (i.e. climate resilience) and taste preference (excellent degree of marbling) worldwide.

The Government of Fiji under the overall guidance of the Director of Animal Health & Production and the Technical Supervision of the Veterinarian , requests the services of a single contractor to be responsible for the continued implementation and development of the Fijian beef and dairy embryo transfer (ET) program.

The objective of the programme is to develop a nucleus herd of beef breeds in Fiji through provision of Embryo Transfer (ET) bio-technology services and capacitate local staffs into ET process and procedures.

# Submission Details

Responses (including all supporting information, if any) must be fully received by the Closing Date and Closing Time.

## Lodgement

Responses to this RFT must be submitted electronically via [www.tenderlink.com/economyfiji](http://www.tenderlink.com/economyfiji)/

The interested bidder is to Login to the eTender portal and follow the on screen instruction to lodge the response. Bid submissions can only be made by a registered user of eTender portal.

Bidders should notify the Contact Officer in writing on or before the Closing Date and Time if they find any discrepancy, error or omission in this document.

##  2.2 Clarifications

Clarifications regarding this RFT shall be submitted via the tender forum on [www.tenderlink.com\economyfiji\](http://www.tenderlink.com\economyfiji\)

# Submission Details

## Project Description

*(Provide description of what you are requesting the suppliers to do. List each activity in detail)*

*Example*

The Animal Health & Production Division, of Ministry of Agriculture would like to request for tender for provision of embryo transfer technology inclusive of improved cattle management system and practices from reputable Companies.

The following is a scope of work intended to provide potential bidders with information as to the size and nature of the project in its entirety. Bidders are to refer to the specific bid packages that have been provided along with associated drawings and specifications for the complete scope of work for bidding per the individual categories briefly described below. This would be a single service and the bidders are requested to provide all the necessary details as in the list below.

* Creation and importation of 300 cryogenically preserved elite Australian Droughtmaster & Wagyu embryos (150 Droughtmaster/150 Wagyu) with embryo parental and performance records in compliance to country’s Quarantine standards.
* Identification, preparation and synchronization of recipient cattle in Fiji.
* Transfer of 300 imported embryos into 300 local recipient cattle.
* Introduction and delivery of a tested electronic livestock management and recording system including commissioning of primary hard/software, associated equipment including weigh bridge, tags and readers inclusive of full package training for staff in all aspects of software and practical application.
* Purchase and installation of calf rearing hutches and feeders on 2 Research stations [Koronivia Research Station and Sigatoka Research Station].
* Human resource training and development [Theoretical and Practical] The -Training in all aspects of assisted reproductive technologies including embryology, Ovum Pick-Up (OPU), In Vitro Fertilization (IVF), Embryo Transfer (ET), Artificial Insemination (AI), Multiple Ovulation Embryo Transfer (MOET) calf husbandry and management. Pregnancy testing by palpation and ultrasonography, recipient synchronization, IVF embryology including oocyte identification and classification, oocyte maturation, semen analysis and processing, fertilization, culture, embryo classification, cryopreservation.
* Design record templates for monitoring of all Embryo Transfer (ET) activities.
* Provide management plan for ET program with timeframes.
* Conduct calves rearing and management training program for staffs – Theoretical and practical.
* Design 2 breeding plan for Beef and Dairy cattle from nucleus herd developed.
* Provide completion reports of all technical activities.
* Ensure that the programme is tightly controlled and monitored by the firm.

## Initial Assumptions

*(List assumptions for the procurement project)*

* Good success rate [Above 50%] from the ET technology used on the recipient cattle
* All management reports and plans documented and submitted by the service provider before the actual delivery of the service.
* Selected staffs capacitated on the process and procedures of the embryo transfer
* Electronic herd management system utilised on research stations without any glitches
* 100% compliance to the Quarantine standards of both countries

## 3.3 Issues/Risks (If applicable)

*(List issues/risks identified important for supplier to know)*

* Success rate of the embryo transfer technology affected by the climatic conditions or natural disaster

## 3.4 Project Outcomes

*Describe the target outcomes of the procurement. This is a mandatory section and will help consultant understand what the key targets are for the engagement and at a high level how they will approach it.)*

*Example*

The key outcomes of this Project are:

* 300 embryos imported in the country with compliance to Biosecurity Authority of Fiji –Standards and requirements.
* Potential cattle screened and identified as recipient cattle.
* 300 embryos successfully preserved and transferred into synchronized cattle.
* Electronic herd management system [Accessories and Software] installed and applied by staffs without glitches and backup solutions.
* Establishment of the Embryo Transfer Records for nucleus herd management and breeding.
* National Beef and Dairy Breeding plan developed from the Nucleus herd on Government Stations.
* ET Progeny - Calf rearing program for nucleus herd successfully executed.

## 3.5 Key Deliverables and Dates

## *(Agency can also supplement outcomes with deliverables if there is a known set of activities/steps/actions that they believe consultant will need to complete to achieve various outcomes.)*

##   *Example*

## The table below lists the Supplier's deliverables under this RFT and the target dates of

 completion. These deliverables are indicative only and activities required to achieve the

 objectives of the engagement is the responsibility of the selected supplier.

Note: These timelines are targets only and will be finalised with the successful respondent*.*

|  |  |  |
| --- | --- | --- |
| **Deliverable Code** | **Key Deliverables** | **Target Completion Date**  |

|  |  |  |
| --- | --- | --- |
|  | The embryo transfer program will be for the duration of 1 Year from August 2018 to July, 2019. The Embryo Transfer management report shall contain the specific timeframes on selection of recipient cattle, processing recipient cattle and embryo transfer details based on technical specification of service provider. | 31/07/19 |

## 3.6 Key Stakeholders

*(Identify the key stakeholders from Government involved in this procurement)*

*Example*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Project Role** | **Contact** |
| Mr. Avinesh Dayal | Director – Animal Health & Production | Project Lead | Phone (Office): +679 338 4233Mobile: +679 9927092Email: avinesh.dayal@agriculture.gov.fj |

## 3.7 Locations and Arrangements for Delivery

*(Identify where is the supplier expected to perform the service/works or deliver the Goods)*

*Example*

Consultants will be required to liaise with Director Animal Health & Production and Project Co-ordinator for execution of the activities outlined.

Sigatoka Research Station and Koronivia Research Station

# 4.0 Evaluation Approach

Selection will be based on the bidders ability to meet fully the Procurement Requirements.

The Evaluation Panel will assess submissions in accordance with the evaluation criteria specified below:

*Provide the evaluation criteria for the Project*

*Example*

**Technical Requirements:**

* The bidder must demonstrate that their firm, team leader or their staff and subcontractor staff have 10 years’ experience in embryo production and transfer works.
* Evidence of success stories and publications on embryo transfer work
* Copy of relevant qualifications and experience for all experts involved in ET
* Letter from suppliers if any
* Evidence of any training carried out internationally
* Evidence of any contribution to literature

5. Ethics

* The Government of Fiji requires that procurement is conducted in an ethical manner that will enable purchasers and potential suppliers to deal with each other with mutual trust and respect. There must be no conflict of interest arising out of this tender process.
* Any information shared during this process must be kept confidential.
* Respondents must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of the Buyer in relation to the RFT.
* A Respondent who attempts to do anything prohibited by Procurement regulation 2010 may be disqualified from participating further in the RFT process.
* The Government of Fiji may require additional declarations, or other evidence from a Respondent, or any other person, throughout the tender process to ensure probity of the process.
* Contractors must be required to inform relevant sub-contractors that the sub-contractor’s participation in fulfilling a government contract for procurement may be publicly disclosed.

# 6. Terms and Conditions

Respondents are to comply with the General Terms and Conditions for procurement of goods, services and works attached in the Appendices

# 7. Administration Requirements

Respondents are to ensure all documents required in the Administration checklist (attached in the appendices) are provided

# 8. Price Validity Period

The Respondent’s price submission is to be valid for six (6) months from the lodgement/closing date.

# 9.0 Response Schedules

**9.1 Bidders Checklist**

*(Please fill in associated Page Numbers of the bid)*

|  |  |  |
| --- | --- | --- |
| **Clause** | **Requirements** | **Page Numbers** |
| 2 | Background/History of the Company including details of Parent and subsidiaries |   |
| 3 | Valid Company Registration Certificate **(Certified Copy)** (Local/Overseas) |   |
| 3 | Valid Business License **(Certified Copy)** (Local/Overseas) |   |
| 5 - 8 | The business relationship:1) List all Partner(s)/Supplier(s)/Subcontractors2) Attach letter from each Partner/Supplier/Subcontractor confirm the business relationship (for all applicable) |   |
| 9 | Valid FRCA Compliance Letter **(Certified Copy)** |   |
| 9 | Valid FNPF Compliance Letter **(Certified Copy)** |   |
| 12 | Local Bidders are to provide quotes which include Duty, VAT and delivery-to-site on an “as and when required” basis. Overseas Bidders are to provide quotes which include Cost and Freight to the respective |   |
| 20a | Separate Quoting for each item unless required to do otherwise |   |
| 20b | Price must be valid for 90 days from the Closing Date of Tender |   |
| 21 | Contract Price after award should be for a period of contract duration. |   |
| 26 | **Specify Payment Term**: Payment should be upon satisfactory execution of the order in compliance with the tendered prices, delivery time and full supply of quantity ordered |   |
| 45 | Bids are to be clearly written or typed on official letter-heads, signed and designating all relevant contact details |   |
| 46d | Delivery Time or Completion period/plan |   |
| 47 | Furnish prescribed forms (*if any*) and any other relevant documentation |   |
| 48 | GTB Form - Company Particulars, signed & stamped to be **fully** completed |   |
| 49 | Product samples and technical literature/brochures/photos |   |
| 50 | Warranty Period |   |
| 56 | General Terms and Conditions (signed and return) |   |
|   | Where applicable, tender deposit has been paid and proof of payment (Copy of Receipt, Stamped Deposit Slip or EFT Transfer documents) included as part of the bid. |   |

**Tender Deposit Information (Fill only if Tender deposit is applicable)**

I / We have paid the tender deposit YES [ ]  NO [ ]

Receipt/Deposit Slip No/EFT Transaction No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note that proof of payment (Copy of Receipt, Stamped Deposit Slip or EFT Transfer documents) is to be included as part of the bid.***

**9.2 Government Tenders Board Form**



**Company Particulars**



**Name**

**Date of Regn**

**Registered**

**Office**

**Postal**

**Address**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Telephone** |  |  |  | **Facsimile** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Email** |  |  |  | **Website** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Principal**

**Activities**

**Directors**

**Share Capital**

 Authorized

 Issued & Paid-Up

**Accountant**

The undersigned attest that the above information is true and correct as of the date hereby give

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9.3 Bidder Offer**

|  | ***Requirement*** | ***Please provide response*** |
| --- | --- | --- |
| 1. | CIF Price (Price must be valid for 90 days and include VAT, Duty and is CIF) |  |
| 2. | Delivery Time |  |
| 3. | Warranty Period |  |

**9.4 Bidder Contact Details**

Please indicate who shall be the principal contact during this sourcing process. Please include all relevant contact details. .

*Please complete the table below:*

|  |  |
| --- | --- |
| ***Contact Requirements*** | ***Supplier Response*** |
| Company Name:  |  |
| Tax Identification Number (TIN): |  |
| Corporate Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| Chief Executive / General Manager: |  |
| Company contact: |  |
| Contact Phone Number: |  |
| Contact Fax Number: |  |
| Contact E-mail address: |  |
| Contact address: |  |
| Parent Company (if applicable): |  |

**9.5 Background/History of Company**

*Please complete the table below:*

|  |
| --- |
|  |

**9.6 Financial Data of Bidder**

##  Revenue

The Government of Fiji would like to ensure that its Suppliers are of an appropriate size and standing relevant for the category. Please provide details of the size of your business in terms of total operating revenue, assets and liabilities.

*Please complete the tables below:*

| **COMPANY** | ***2015*** | ***2016*** | ***2017*** |
| --- | --- | --- | --- |
| *(FJD)* | *(FJD)* | *(FJD)* |
| Revenue (Before tax) |  |  |  |
| Current Assets |  |  |  |
| Current Liabilities |  |  |  |
| Total Assets |  |  |  |
| Total Liabilities |  |  |  |

**9.7 Environmental, Health & Safety Data**

The Government of Fiji is committed to responsible environmental management and occupational health safety in its operations. Suppliers will need to comply with all local and national environmental laws, permits and regulations. Where no local laws exist, the suppliers shall use a best practice model as a guideline when using available levels of technology and resources. For further details please visit our web site http://www.employment.gov.fj/

As part of your submission, please complete the checklist below and outline your Environmental, Occupational Health & Safety (OHS) Policy advising how this will meet Government of Fiji’s expectations outlined above.

*Please complete the questionnaire below:*

**Supplier OHS evaluation check sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Organisation: |  |
| Respondent: |  | Position within organisation: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Y | N | N/a |
|  | Does the supplier have an Occupational Health and Safety Policy Statement? | Y |  |  |
|  | Has the supplier been required to report any injuries to local Work Cover/Manpower authorities in the last 3 years? If yes how many times?  |  | N |  |
|  | Has the supplier conducted Hazard Identification and Risk Assessment as part of an injury reduction strategy? | Y |  |  |
|  | Does the supplier have an environmental policy or Environmental Management System (EMS)? | Y |  |  |
|  | Are the above policies on display? | Y |  |  |
|  | Is there a senior manager responsible for EHS? If yes, how many levels from the CEO?  | Y |  |  |
|  | Is the supplier accredited under ISO certification? If yes, when was the last review conducted?  |  | N |  |
|  | Has the supplier developed an environmental management plan (EMP) and set quantified objectives and targets for continuous environmental improvement? | Y |  |  |
|  | Does the supplier conduct environmental audits or waste audits as part of a Waste Reduction Strategy? | Y |  |  |
|  | Is the supplier compliant to environmental regulations? | Y |  |  |
|  | Has the supplier ever been cited for non-compliance with environmental regulations? If yes how many times?  |  | N |  |
|  | Does the supplier appraise the EHS performance of their own suppliers and contractors? | Y |  |  |

Any further evidence of EHS actions e.g. employee health support services available?

**9.8 Key Personnel and Account Management**

## Key Personnel

## (a) Nomination of Key Personnel

The Supplier is asked to provide the details of each of the Supplier’s key personnel. Examples are typical of what may be deemed key personnel are Customer Service Manager, Service Manager, Operations Manager; EH&S Manager and HR/Administration Manager.

|  |
| --- |
| Schedule – Key Personnel |
|  |
|  |
|  |
|  |

## (b) Organisation Chart

The Supplier must provide an organization chart showing the structure of the key personnel.

|  |
| --- |
| **Organisation Chart** |
|  |

## Partners/Sub Contractor

Please list below any partners or subcontractors that will be used during the contract. Please attach letters to confirm relationship.

|  |  |
| --- | --- |
| ***Name*** | ***Relationship*** |
|  |  |
|  |  |

**9.9 Capability**

The Government of Fiji wishes to ensure that potential suppliers are familiar with servicing its agencies. Please provide the following information about your five largest customer accounts.

*Please respond in the table below*

|  |  |  |  |
| --- | --- | --- | --- |
| **Rank** | **Customer Name** | **Value of Contract** | **Current Length of Contract****(Years)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**10.0 Account Management**

### Account Manager and Account Management Team

Given the size and nature of the Government of Fiji, please describe in detail the names, experience and structure proposed to fully support the requirements of Government of Fiji, at all relevant sites. Please give an indication of the amount of time each person would be assigned to the Government of Fiji account.

*Please complete the table below or insert own table.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Account Manager*** | ***Position / Title*** | ***Location*** | ***Experience (years)*** | ***Availability for Government of Fiji (Hours per Week)*** |
|  |  |  |  |  |
| ***Account Management Team*** |
| ***Name*** | ***Position / Role*** | ***Location*** | ***Experience (years)*** | ***Availability for Government of Fiji Account (Hours per Week)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Escalation Process

Please describe your proposed escalation process for resolving potential issues between the Supplier and Government of Fiji.

*Please complete the table below:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Supplier Response:**** ***Notice of dispute by each party to both management personnel***
* ***Dispute Resolution Escalation Levels;***

***State what each level of seriousness means******Level 3: Moderate – Non-Business affecting, request for information, billing issues.******Level 2: High – Non-business affecting current work, work temporary halted.******Level 1: Major – Major technical/operational issue preventing work from being carried out.***

|  |  |  |
| --- | --- | --- |
| ***Level*** | ***Personnel*** | ***Resolution Timeframe*** |
| ***3*** |  |  |
| ***2*** |  |  |
| ***1*** |  |  |

 |

###

### 24 Hours Service

Please describe the process you have in place, or will adopt, to meet any unexpected, late or changed purchase orders as may occur from time to time.

*Please complete the table below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Supplier Response:***1. ***Follow escalation process according to priority of order/level of seriousness.***

|  |  |
| --- | --- |
| ***Working Hours Contact Person*** | ***Normal/After Hours Contact Person*** |
| ***Operations Manager/Accounts Manager*** | ***General Manager*** |

 |

**11.0 Past Performance**

The Tenderer must provide details of its previous performance in respect of two contracts of differing values plus details of its previous performance in respect of all contracts completed in the last 12 months.

The details for each of the two contracts must include:

### Original contract sum and date for completion;

### Actual contract sum and date of completion;

### Details of any claims (other than for progress payments) over $20,000.00 made by either party to the contract;

### Any activities that provided value added options to the client, detailing any long-term benefits;

### Examples of any problems experienced during the contract and solutions implemented to resolve the problem; and

### Referees from both the client and its lead consultant for each contract.

 *Please complete the table below:*

|  |
| --- |
|  |

**12.0 Maintenance & Support**

#### Technical Support

Where appropriate, Government of Fiji may require its Supplier(s) to provide technical support and maintenance services. Please describe the type of technical support and maintenance that can be provided by your company.

*Please complete the table below:*

| ***Proposed Technician*** | **Supplier availability for technical support****(i.e. office hours only, 24 hours a day, 7 days a week, etc.)** | **Response Time** | **Experience of technical services team****(i.e. describe level of experience in the category and relevant qualifications)** |
| --- | --- | --- | --- |
| On-Site | Off-Site | On-Site | Off-Site |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### NON-CONFORMING PROPOSALS

Please describe any additional proposals that you have that may not conform to this tender, but will provide additional value to the Government of Fiji. For instance, an alternative design may be put forward if you believe it will provide significant benefit to the Government of Fiji.

*Please complete the table below:*

|  |
| --- |
| ***Supplier Response:***  |

**13.0 Benchmarking & Improvements**

### Benchmarking

Respondents are requested to describe how your company benchmarks itself within the national / global market in terms of service and price.

|  |
| --- |
| ***Supplier Response:*** |

### Benchmarking utilisation

Respondents are requested to describe how the information provided is utilised to ensure the provision of quality service.

|  |
| --- |
| ***Supplier Response:*** |

### On-going Cost Downs

Government of Fiji seeks to work with a supplier with a track record for Joint Process Improvement and a strong commitment to ongoing cost reduction for their clients. Respondents are requested to provide details of any further cost down initiatives that may be applicable to Government of Fiji, along with reference sites where success has been achieved in reducing the total costs for the client:

|  |
| --- |
| ***Supplier Response:*** |

**14.0 Payment**

### Payment Terms

#### If you have alternative payment terms, please indicate below

*Please complete the table below:*

|  |
| --- |
|  |