**Tender Evaluation Stage 1- Administrative Evaluation Template**

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| --- | --- | --- | --- | --- |
| **Admin Aspect** | **Clauses** | **ADMINISTRATIVE REQUIREMENTS** | **Bidder 1** | **Bidder 2** |
| Page # | Point | Page # | Point |
| 1 | 2 | Background/History of the Company including details of Parent companies and subsidiaries |  |  |  |  |
| 2 | 2 | Valid Company Registration Certificate**(Certified Copy)** (Local/Overseas) |  |  |  |  |
| 3 | 2 | Valid Business License**(Certified Copy)** (Local/Overseas) if applicable  |  |  |  |  |
| 4 | 3 | 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, Freight & Insurance (CIF) to the respective port of landing. |  |  |  |  |
| 5 | 5 | Furnish prescribed forms (*if any*) and any other relevant documentation |  |  |  |  |
| 6 | 7a | Separate Quoting for each item unless required to do otherwise  |  |  |  |  |
| 7 | 7b | Price must be valid for 90 days from the Closing Date of Tender |  |  |  |  |
| 8/9 | 8/9 | The business relationship: 1. List all Partner(s)/Supplier(s)/Subcontractors
2. Attach letter(s) from each Partner/Supplier/Subcontractor to confirm the business relationship (for all applicable)
 |  |  |  |  |
| 10 | 10 | Financial Statement (3 years) is provided |  |  |  |  |
| 11 | 24 | **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 |  |  |  |  |
| 12 | 26 | Bids are to be clearly written or typed on official letter-heads, signed and designating all relevant contact details  |  |  |  |  |
| 13 | 27d | Delivery Time or Completion period/plan |  |  |  |  |
| 14 | 28 | Contract Price after award should be for a period of contract duration. |  |  |  |  |
| 15 | 29 | Product samples and technical literature/brochures/photos |  |  |  |  |
| 16 | 30 | Warranty Period |  |  |  |  |
| 17 | 44 | GTB Form - Company Particulars, signed & stamped to be **fully** completed |  |  |  |  |
| 18 | 45 | General Terms and Conditions (signed and return) |  |  |  |  |
|  ***FOR FIJI REGISTERED BUSINESS ONLY (NOT APPLICABLE FOR OVERSEAS COMPANIES)*** |  |  |  |  |
| 19 | 40 | Valid FRCS Compliance Letter**(Certified Copy)** |  |  |  |  |
| 20 | 40 | Valid FNPF Compliance Letter**(Certified Copy)** |  |  |  |  |
| **Total Points** |  |  |

**Any Relevant Comments from TEC Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency to Fill before TEC Meeting Respective TEC Member to Fill:**

Prepared By: Vetted By: Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**USER INSTRUCTIONS**

* The Secretary for the Tender Evaluation Committee (TEC) must ensure that the recommended bidder(s) submit all the administrative requirements including the **FRCS and FNPF Compliance Letters however these two documents is not applicable to any overseas bidders**. All correspondences requesting for these documents must also be forwarded to the FPO TEC Representative for the tender prior to the Submission being made for GTB’s endorsement.
* Eligibility for progression to the next phase depends on the total score which must be at least 50% compliance of the administrative criteria
* At the agreement of the TEC, Clarifications can be sought for any requirements not clear or not submitted. All such clarifications must be submitted for GTBs’s information.
* The TEC Members are accountable for the information contained herein
* Please fill in the page number to indicate document sited and N/A for Not Applicable aspect/criteria.
	+ It is ideal that this form is prepared in advance preferably by the Secretariat.The verifying officer must be of a senior rank to that of the preparing officer