

TENDER

Separate Proposals for :

- 1.1 Server Maintenance Contract**
- 1.2 DRP (Off-Site Data Center)**
- 1.3 Quotations for Software and Hardware**

FIJI PORTS CORPORATION LIMITED

PART I

INSTRUCTIONS TO TENDERERS

1 GENERAL

1.1 Fiji Ports Corporation Limited (**FPCL**) invites tenders for the listed requirements for ITC Department

1.2 Tenderers are advised to strictly observe and follow the terms and conditions laid down in the Tender Documents.

FPCL reserves the right to reject conditional Tenders and would consider awarding partial, equipment wise Purchase Order for 1.3 Quotations for Software and Software

1.3 Tenderers will not be reimbursed for any cost of any kind whatsoever incurred in connection with the preparation and submission of their tender.

2 PROVISION OF TENDER DOCUMENTS

- Tender Documents are downloaded from <http://www.fijiports.com.fj/Forms> and Select ICT December Tender

- Tender Documents clarifications can be made from:

Deepak Singh on phone 3279105 or 7088912

3 LODGEMENT OF TENDER

3.1 Tenders will be received at the office of FPCL until 4pm on Friday 26th December, 2011.

3.2 Tenders submitted after closing time will not be accepted.

3.3 The completed Tender should be enclosed in a sealed envelope and clearly marked on the outside: "Tender – 1.1 Server Maintenance Contract" or others from 1.2 to 1.3 and should be deposited in the tender box at the Foyer of FPCL Headquarters at

Muaiwalu House, Tofua Street, Walu Bay or mailed to GPO Box 780, Suva.

4. CONDITIONS OF TENDERING

1) PREPARATION AND CONTENT OF TENDER

The Tender submitted shall be prepared in accordance with the following requirements:

- I. The Tender shall be submitted upon the Form of Tender provided and all the Tender Documents shall be deemed to form part of the Tender. The Tenderer shall sign the Tender, or if the Tenderer be a corporation, affix its common seal in the manner prescribed by its Articles of Association or otherwise have the Tender signed appropriately and formally have the signature witnessed.
- II. Each Tender shall contain an address for service of any notices necessary or required to be or which may be served as or given to the Tenderer in connection with his Tender.
- III. Each Tender shall set forth the full given names, surname and address of the Tenderer (if a person); and when the Tender is in the name of a firm, the names in full and addresses of each member of the firm. If the Tender is by a Company there shall be set forth the name of the Company and the address of the registered office of the Company.
- IV. All entries in the Tender shall be either typewritten or written in ink except signatures, which shall be in ink.
- V. The completed forms shall be without interlineations or erasures except that necessary to correct errors made by the Tender in which case such interlineations or erasures shall be initiated by the person or persons signing the Tender.
- VI. All entries in the Tender and any supplementary information submitted shall be in the English Language.

2) VALIDITY OF TENDER

Tenders shall be valid for a period of Thirty (30) days from the date fixed for receiving the same.

3) **TENDERER TO INFORM HIMSELF FULLY**

A Tenderer is required to acquaint himself with all conditions and documentation relating to the Tender.

4) **INFORMAL TENDERS:**

Any tender may be rejected which does not comply with the requirements of or which contains provisions not required by the Tender Documents.

5) **WITHDRAWAL OF TENDER**

A Tender may be modified, corrected or withdrawn at anytime prior to the closing date upon receipt by FPCL of a request in writing to that effect signed by the same person or persons who signed the Tender.

7) **ACCEPTANCE OF TENDERS:**

7.1 The highest or any Tender will not necessarily be accepted.

7.2 A Tender shall be deemed to be accepted when a notice in writing of such acceptance is handed to the Tenderer or is delivered by prepaid post to or is left at the address furnished by him pursuant to condition 2 above.

8) **TENDER PRICES**

8.1 Tender prices shall be stated in Fiji Dollars and inclusive of VAT.