



Terms of Reference

Tender Reference	Tender Fleet 01_2024 Used Vehicle
Tender Title	Sale of Used Vehicle
Release Date	Saturday 4 th May, 2024
Submission Response Close	Monday 27 th May, 2024

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Advertisement

The following is the advertisement for the Legal Aid Commission as it originally appeared in the local media and should be used as the basis to submit your responses:



**LEGAL AID
COMMISSION**

"Providing Greater Access to Justice for All Fijians"

Tender Reference- Fleet 01/2024 Sale of Used Motor Vehicles

The Legal Aid Commission invites sealed tenders for the sale of used vehicles on an "as is where is" basis as per list below:

VEHICLE REG	YEAR MODEL	VEHICLE MAKE & MODEL	CURRENT MILEAGE	CURRENT CONDITION	REPAIRS REQUIRED	LOCATION
FL 768	2008	MAZDA 3	240,000KM	IMMOBILE	Engine and Mechanical Repairs	Lautoka
HO 177	2014	FORD RANGER	107,574KM	IMMOBILE	Mechanical Repairs	Labasa
HO 178	2014	FORD RANGER	123,823KM	IMMOBILE	Mechanical Repairs	Suva
HN 958	2014	NISSAN NAVARA D40	147,930KM	MOBILE	Minor mechanical and panel works	Suva
HN 959	2014	NISSAN NAVARA D40	121,400KM	MOBILE	Minor mechanical and panel works	Suva
HN 960	2014	NISSAN NAVARA D40	174,859KM	MOBILE	Minor mechanical and panel works	Suva
HN 961	2014	HYUNDAI SENTAPE	114,913KM	MOBILE	A/C and minor mechanical issues	Suva
IY 490	2017	TOYOTA HILUX	229,339KM	MOBILE	Minor mechanical issues	Suva

Interested bidders are requested to visit the Legal Aid Commission website <https://www.legalaid.org.fj/> for further information and documentation.

Each bid for each vehicle must be accompanied by a **refundable** Tender deposit of **\$500.00** paid by a Bank Cheque made to Legal Aid Commission and must be attached to the tender documents submitted or Direct Deposit be made to our bank account (Details attached in the Instruction sheet).

Successful bidders who decline to accept their award will forfeit their \$500.00 deposit.

All unsuccessful bidders will be refunded their Tender deposit of \$500.00.

For Vehicle Inspection please refer to the time and date stipulated below:

Vehicle can be inspected upon appointment during business hours from 9.00am-4.00pm Monday to Friday.
For appointment bookings, please contact Maciu Sakealevu on 9921663/7722365.

This tender closes at 4:00 p.m. on Monday, 27th May, 2024.

Tenders in sealed envelopes and clearly marked as – “Tender Reference - Fleet 01/2024 – Sale of Used Vehicles” must reach – Tender Committee – Legal Aid Commission, Ground Floor, 73 Gordon Street, Suva; and to be deposited in the Tender Box located at the Legal Aid Commission, Ground Floor, 73 Gordon Street, Suva; by no later than the above stipulated date and time.

All late tenders, unmarked envelopes and envelopes without bidder’s name and address on the reverse will be returned to the Tenderers.

Note: This tender advertisement does not constitute an offer, and the organization reserves the right to cancel or modify the tender process at any time.

Section 1 – Invitation to Tender

Tender Fleet 01 2024 Used Vehicles

1. The Legal Aid Commission 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 – Forms
 - Schedule A: Declaration by Bidder – Price
3. Competitive bidding will be conducted under LAC procurement procedures and guidelines and is open to all eligible companies.
4. Interested bidders can access the tender specifications from the LAC website page: <https://www.legalaid.org.fj/> 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 73 Gordon Street, Level 2, Suva, before the specified closing time.
6. Bidders seeking further clarification/information on the Tender and/or the process should contact via email on tenders@legalaid.org.fj or Maciu.Sakealevu@legalaid.org.fj.
7. Bid responses must be hand delivered before **4.00pm on Monday, 27th May, 2024**.
8. Late tenders will not be accepted.
9. The lowest or any tender may not necessarily be accepted.
10. LAC 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.

Section 2 – General Terms and Conditions

The following General Terms and Conditions will apply.

1.1 Format of Response	<p>The sale is on “as-is-where-is” basis. The highest or any tender need not necessarily be accepted.</p> <p>Each bidder must provide a clear detail on the submission including a contact name, address, landline number and email address which LAC will use in serving notices to the bidder.</p>
1.2 Late Submissions	<p>Submissions received within five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.</p>
1.3 Applicants to Inform Themselves	<p>Each applicant should:</p> <ol style="list-style-type: none"> a. Examine this specifications document; and any documents referred to within; and any other information made available by LAC to the applicants. b. Obtain any further information about the facts, risks, and other circumstances relevant to the tender by making all lawful inquiries. c. Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete. <p>By submitting their proposal, applicants will be deemed to have:</p> <ol style="list-style-type: none"> a. Examined the tender specifications and any other information made available in writing by LAC to the applicants. b. 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	<p>LAC accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the or any participation in the tender process.</p>
1.5 Selection of Preferred Applicant	<ul style="list-style-type: none"> • No proposal will necessarily be selected by LAC as the preferred solution/s. The LAC Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. LAC 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 LAC until a written agreement acceptable by LAC is executed by an authorized officer of LAC and the successful applicant(s).
1.7 Currency	<p>All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.</p>

1.11 Enquiries	<ul style="list-style-type: none">• All questions and enquiries regarding this tender are to be made in writing via email or contacting the LAC nominated Officer on Maciu.Sakealevu@legalaid.org.fj or 7722365.• 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	<ul style="list-style-type: none">• All Companies shall keep strictly confidential any and all information contained in this TOR, and other information or documents made available to it by or on behalf of LAC in connection with this tender process. The firms shall not disclose, nor allow any such information to be disclosed.• Any effort by a Tenderer to influence the LAC 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.
1.14 Bid Validity Period	The bid shall remain valid for 90 calendar days after the closure of the tender.
1.15 Notification of Award	LAC will notify the successful Tenderer in writing prior to the expiration of the period of Bid Validity.
1.16 Extension of Validity Period	<ul style="list-style-type: none">• In exceptional circumstances, prior to the expiration of the proposal validity period, LAC 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.	Condition of Tender	Sale Purchase - sale is on “ as-is-where-is ” basis																		
2.	Contract Form	<input type="checkbox"/> Tender offer Letter.																		
3.	Mandatory Supplementary Documents	<ul style="list-style-type: none"> • Cover Letter • Schedule A: Forms Declaration by Bidder – Price • Tax Compliance Letter (For Companies) • FPNF Compliance Letter (For Companies) 																		
4.	Deadline / Submission	<p>Date: Monday, 27th May, 2024 Time: 4.00pm FJT Mode: Submission to be dropped in the Tender Box located at 73 Gordon Street, Level 2, Suva. Tender to be in a sealed envelope and clearly marked as “<i>Tender Fleet 01/2024 Used Vehicles</i>”.</p>																		
5.	Vehicle Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Vehicle Registration No:</th> <th style="width: 50%;">Vehicle Make and Model</th> </tr> </thead> <tbody> <tr> <td>FL 768</td> <td>Mazda 3</td> </tr> <tr> <td>HO 177</td> <td>Ford Ranger</td> </tr> <tr> <td>HO 178</td> <td>Ford Ranger</td> </tr> <tr> <td>HN 958</td> <td>Nissan Navara D40</td> </tr> <tr> <td>HN 959</td> <td>Nissan Navara D40</td> </tr> <tr> <td>HN 960</td> <td>Nissan Navara D40</td> </tr> <tr> <td>HN 961</td> <td>Hyundai Sentafe</td> </tr> <tr> <td>IY 490</td> <td>Toyota Hilux</td> </tr> </tbody> </table>	Vehicle Registration No:	Vehicle Make and Model	FL 768	Mazda 3	HO 177	Ford Ranger	HO 178	Ford Ranger	HN 958	Nissan Navara D40	HN 959	Nissan Navara D40	HN 960	Nissan Navara D40	HN 961	Hyundai Sentafe	IY 490	Toyota Hilux
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6.	Locations	73 Gordon Street, Suva																		

7.	Clarifications	Maciu Sakealevu – Maciu.Sakealevu@legalaid.org.fj Phone: 9921663 and 7722365
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Section 4 – Forms

Schedule A: Declaration by Bidder – Price

Declaration by Bidder – Price

Tender Reference :	Fleet 01/2024
Tender Title :	Sale of Used Motor Vehicles

I, the undersigned, submit our price for the above Tender Fleet 01/2024 in accordance to the tender advertisement by the Legal Aid Commission.

No	Vehicle Registration No:	Vehicle Make and Model	Tender Price (VIP) – FJD (\$)
1	FL 768	Mazda 3	
2	HO 177	Ford Ranger	
3	HO 178	Ford Ranger	
4	HN 958	Nissan Navara D40	
5	HN 959	Nissan Navara D40	
6	HN 960	Nissan Navara D40	
7	HN 961	Hyundai Santafe	
8	IY 490	Toyota Hilux	

The proposal / Offer shall be valid and remain binding upon us for the period of time specified. I understand you are not bound to accept any proposal you receive.

I, the undersigned, certify that I am duly authorised to sign this proposal and bind it should Legal Aid Commission accept this proposal.

1. Legal Aid Commission Fiji reserves the right to withdraw any vehicle prior to the sale.
2. All bidders are required to pay a deposit of **\$500.00 (Five Hundred Dollars)**. Payment has to be in the form of bank cheque made out to the Legal Aid Commission and must be attached to the tender documents submitted. ***NOTE: Bidders who wish to make online bank transfer may do so through the Bank Account below;***

Account Name: Legal Aid Commission Trust Account

Account Number - 287811

Bank Name: Bank of South Pacific (BSP).

Name of Bidder:

Address:

SIGNATURE:

DATE:

Phone Contact:

Email address: _____