



MINISTRY OF ECONOMY

P.O Box 2212, Government Buildings, Suva, Fiji; Tele: (679) 3307011, Fax: (679) 3308654
Website: www.economy.gov.fj Email: EconomyInformation@economy.gov.fj
Ro Lalabalavu House, 370 Victoria Parade, Suva

Monday 26th February, 2018

Tender No. CSC 56/2018 - Consultancy Services for Development of the National Sugar Industry Policy for Ministry of Sugar Industry

1. The Government of Fiji through the Director of Fiji Procurement Office invites written signed tender(s) from eligible bidders for the above subject tender.
2. Competitive bidding will be conducted in accordance with government procurement procedures and guidelines and is open to all eligible suppliers.
3. The following Sections attached will form part of the Bidding Documents:
 - 3.1. Terms & Conditions of Tender in Section 1
 - 3.2. Technical Specification and additional requirement - Section 2
 - 3.3. Evaluation Criteria - Section 3
 - 3.4. Companies Particulars - Section 4
4. Bids must be delivered and should reach the tender box before **2:30pm on Wednesday 28th March, 2018** at the Fiji Procurement Office, Ro Lalabalavu House, 4th Floor West Wing, Suva. The envelope should be addressed as follows:

Tender No CSC 56/2018
The Secretary
Government Tender Board
Fiji Procurement Office,
Ro Lalabalavu House, 4th Floor West Wing,
Suva.

5. Interested parties must register their interest to this tender at the Fiji Procurement Office in Suva. Hard copies of the tender documents will be distributed to you from the office. All documents are in the English language.
6. Tender documents are available from the Fiji Procurement Office, Ro Lalabalavu House, Suva, Fiji, upon payment of a document fee of FJD\$50; Please note that this fee is mandatory and non-refundable.

Payments are to be in the form of CASH or BANK CHEQUE payable to "Government of Fiji".

For electronic-payment, please remit into the account reflected hereunder, and liaise with the designated contact-person(s) for the tender documents:

Name of Account:	Supplies Consolidated Fund - Trading & Manufacturing Account
Name of Bank:	Bank of South Pacific (BSP) Fiji
Account number:	203793
Swift code:	BOSP FJFJ
Address:	Ground Floor, Pacific House / Private Mail Bag, Suva

When making payment, please reference the (i) tender-number; and (ii) company-name.

Alternatively, for overseas companies a Bank Cheque of FJD\$65.00 (inclusive of \$15 Bank-charges) payable to "Government of Fiji" is to be enclosed with tender-bids submitted.

It's important to note that such registrations need to be made in the name of the entity that is submitting a tender/proposal. Documentation verifying payment of the fee, such as the stated Bank Cheque, or a copy of the relevant receipt/deposit-slip, must accompany the bid/proposal.

7. Bidders are to pay close attention to details of the Conditions of Contract and specifications and provide necessary details and documents as requested.
8. Bidders are required to submit compliance letters/certificates from FNPF and FRCA as part of their bids. Failure to provide these may result in elimination of bids.
9. Bidders are to note that tender bids once submitted will not be returned to the bidder(s) and becomes the property of Government.
10. Late tenders **will not** be accepted. It is the bidder's responsibility to ensure that the **sealed envelope is delivered to the appropriate tender opening location or office by the specified closing time.**
11. The lowest or any tender may not necessarily be accepted.
12. Failure to comply with the requirements of the Bidding Documents may invalidate your tender bid.
13. Entities seeking further clarification/information should contact **Ms. Reshmi Kumari** at the Ministry of Sugar Industry on Ph. 3211505 or email to: reshmi.kumari@govnet.gov.fj

Yours faithfully,



S. Veramu (Mr.)
Head of Fiji Procurement Office

SECTION 1

GOVERNMENT TENDERS
GENERAL TERMS AND CONDITIONS FOR PROCUREMENT OF GOODS AND WORKS

General Terms and Conditions

1. These Government Tenders General Terms and Conditions, the request for company particulars, the returnable schedule and the specification requirements attached will apply to this tender.

Details of Bidders

2. Bidders responding to this tender must be of good repute and should be in a position to provide the Government of Fiji (**Government**) with quality transactional services. A **brief history** of the company's background must be submitted. Bidder's should also **clearly state the locations and contact details of the head office and branches throughout the country (local companies only)** together with the brief history.
3. Bidders (both local and overseas) must provide valid evidence of company registration and business licences (if relevant), including a copy of the company's valid registration certificate or certificate of incorporation, a copy of a valid business licence and a TIN Letter. Copies of any documents provided must be certified by a director of the company. Trading names and business name registration certificates of any Bidder should also be provided (if applicable).
4. Bidders are to disclose all parent companies and subsidiaries of the bidding company. A corporate structure diagram showing the shareholding of the bidding group must be provided.
5. In the event that a Bidder seeks to put in a bid in conjunction with another person, evidence of the business relationship in the form of a partnership agreement, joint venture agreement or supply contracts or like documentation would be necessary to demonstrate the ability to fulfill the tender to the satisfaction of the Government Tender Board.
6. Bidders must name each entity that will enter into the contract documents with the Government. If the Bidder is a consortium or joint venture, details of each joint venture party or consortium member are required, including a breakdown of the responsibilities of each member.
7. Each Bidder must submit only one bid either individually, or as a partner in a joint venture. A Bidder that submits or participates in more than one bid will be disqualified. Bidders can, however, provide unlimited options.
8. If sub-contracting then details of the sub-contractor must also be clearly provided as part of the bidding document. If the Government is not informed of a sub-contractor in the bidding document and the sub-contractor is engaged to carry out the requirements of this tender, this will result in termination of the contract.
9. Bidders (including sub-contractors), especially those that are locally-registered and conduct or have conducted operations or services in Fiji, must be in compliance with all laws and statutory requirements such as those of the Fiji National Provident Fund

(FNPF) and the Fiji Revenue & Customs Authority (FRCA). Certified copies of compliance letters from the FNPF and FRCA must accompany the bidding documents.

10. Bidders must provide financial statements for the last three financial years.
11. Bidders must provide information regarding the financing of the proposed contract if the contract is awarded to the Bidder. Details of the Bidder's financier, any third party financing required by the Bidder to perform the contract and any security being provided by the Bidder must be provided (if applicable).

For bidders information: "The Multilateral Investment Guarantee Agency (MIGA), a member of the World Bank Group, has the mandate to facilitate foreign direct investment into developing countries by alleviating concerns related to non-commercial risks through the issuance of guarantees to investors, including lenders, against losses caused by the risks of expropriation, breach of contract, currency inconvertibility and transfer restriction, and war and civil disturbance. The cross border equity and debt investments in the project may be covered against the applicable non-commercial risks if they meet MIGA's eligibility criteria. The issuance of a guarantee is subject to securing requisite approvals of MIGA's management, Board of Directors and the host country. For more information, please visit www.miga.org or contact MIGA at +1 (202) 245-2539"

Pricing and Delivery

12. **Local Bidders** must quote their price on **Duty Paid VAT inclusive** delivered directly on "**as and when**" required basis as per the tender documents. **Overseas Bidders** must quote price on **C&F Sea, Suva and C&F Air, Suva** basis as per the tender documents, or to the destination stated.
13. The successful Bidder must, upon request by the Director of the Fiji Procurement Office or his representative, produce all documents supporting their pricing of the commodities under the tender.
14. The Government may use its discretion to purchase commodities either on duty paid or duty free basis.
15. The Government reserves the right to award the purchase of the commodities under the tender either on C&F, CIF or ex-stock basis.
16. The Government reserves the right to nominate or to appoint a shipping-line or forwarding-agent for the purpose of arranging the shipment of goods, from the country of shipment.
17. Bidders are required to disclose the rate of exchange used for the conversion into local currency.
18. For the purposes of comparison, the Government may use the exchange-rate applicable on the date of opening of tenders.
19. Advance payments are only permitted in accordance with the advance payment policy of the Government available on www.fpo.gov.fj.

20. (a) Bidders must quote prices separately for each item and not on whole lot basis, unless required otherwise.
- (b) Price should be valid for a period of **90 days** from the closing date of tender. Any counter validity of less than 90 days is likely to render the bid invalid.
21. The contract price after the award of the tender should be valid for the period of the tender and no price increase will be entertained.

Subject to Contract and Contract Terms

22. The successful Bidder ***must*** enter into a contract with the Government with a performance bond to be paid as surety. The amount of the performance bond will be determined after the award of the contract, in accordance with the Government's Performance Bond Guide. Any bank charges pertaining to the performance bond, such as for the refund of a performance bond through a requested bank draft will be borne by the Bidder.
23. Selection of a preferred Bidder is subject to contract and Bidders should not rely on communications with the Government as evidence of acceptance until a formal contract is signed.
24. Please note that supply, services or works should only be rendered upon receipt of a Purchase-Order (*for local-procurement*) or an Indent (*for procurement-abroad*) from the client-Ministry/Department. Any other form of an order (*whether verbal, via alternative-documentation, or otherwise*) **WILL NOT BE ACCEPTED** and may not be claimable for payment from the Government. Should any assistance or advice be needed, please visit www.fpo.gov.fj for a list of contacts.
25. In the event that delivery cannot be met, the Indent (*subject to funds being made available by end-users*) should be cancelled or the LPO returned. It should be noted that payment from funds available in the current year cannot be carried over to the following year.
26. Payment, for supplies or services-rendered, will be made upon satisfactory execution of the order in compliance with the tendered-prices, delivery time and full supply of quantity ordered.
27. The Government reserves the right to return the goods, if wrongly supplied, at the Bidder's expense.
28. The Government reserves the right to terminate the services of a successful Bidder, in the event of undue delay in delivery or unsatisfactory performance by the Bidder.
29. In the event of delays in the delivery of items, liquidated damages at the rate as per the tender documents will apply.
30. The Government reserves the right to require any overseas Bidder to provide a legal opinion in a form acceptable to the Government, from a law firm acceptable to the Government, in respect to entry into the contract documents.
31. Bidders must comply with all the laws of the Republic of Fiji during the tender process and the contract phase, including the Procurement Regulations 2010 (as amended).

32. All conditions listed herein will form part of the contract whenever a contract arrangement is drawn up between the successful Bidder and the Government.

General tender requirements

33. Bidders must inform themselves of the tender and contract requirements and should seek clarification if required. Assumptions with respect to the tender response cannot be relied upon by Bidders.
34. Bidders must inform the Government of any potential conflict of interest in respect to their bids.
35. Bidders must not collude with other bidders or engage in improper tender practices. Any evidence of collusion or improper tender practices may render the offers invalid.
36. The Government may withdraw the tender at any time in accordance with the Procurement Regulations 2010 (as amended).
37. Bidders are to note that by bidding, the Bidder is taken to have authorised the Government to inspect their warehouse, farm, office, or other premises and access any information (*including financial information*) it may so require.
38. All costs in respect to the preparation of bids and tenders responses will be borne by the Bidder. The Government will not reimburse any Bidder for costs incurred in preparing bids or responding to requests for further information.

Evaluation and Award of Tender

39. Qualification to bid will be carried out during the tender evaluation process and only Bidders that comply with requirements will be considered.
40. The Government reserves the right to award the contract to the bid that is considered the most advantageous to the Government.
41. The Government reserves the right to split the award amongst Bidders, to cater for orders on the basis of specified areas or instructions or to make a collective-award to a single Bidder.
42. The Government reserves the right to negotiate with any Bidder where it appears from the evaluation that no one tender is more advantageous in terms of the specific evaluation criteria set out in the tender notice or tender documentation.
43. The lowest or any tender may not necessarily be accepted.
44. The Government reserves the right to seek best and final offers at its sole discretion at any time during the evaluation process.

Form of Bids and Submissions

45. Bidders must submit their bids on their **official letter head, clearly written or typed, signed with all relevant contact details clearly specified.** Bids will be regarded as invalid, if there is any alteration and use of white-ink.

46. Bids must clearly specify:
- | | |
|---------------------|----------------------|
| a) currency used | e) mode of payment |
| b) back up services | f) warranty period |
| c) other benefits | g) country of origin |
| d) delivery time | |
47. Where prescribed forms are provided, these must be completed with relevant information and furnished with other tender documents, as part of the tender requirements.
48. The Government Tender Board Form (Section 4) must be completely filled and submitted with the bid.
49. Bidders must submit product samples, brochures, photos and technical literature pertaining to the items with the tender, or to demonstrate as necessary, whenever requested to do so.
50. Bidders are required to specify precisely the warranty period and warranty coverage for the items under tender.
51. Technical data, test reports and certificates must be applied or submitted wherever applicable. Copies of any documents provided must be certified by a director of the company. Mark the envelope clearly as Tender No. CSC 56/2018 - Consultancy Services for Development of the National Sugar Industry Policy for Ministry of Sugar Industry. Sealed Bids should be placed in the tender box provided at the Ministry of Economy, 4th Floor, West Wing, Ro Lalabalavu House, Suva.
52. All written offers, in respect of this tender, should reach the tender box at the stipulated time and date.
53. The use of facsimile or e-mail is not valid for tendering purposes.
54. Late Bids will **NOT** be accepted. As a common measure for time, the GMT <http://www.greenwichmeantime.com/time-zone/pacific/fiji/time-fiji/> is adhered to during the opening of the tender box.
55. All information submitted will be kept strictly confidential and will be used only for the purposes of the tender award.
56. Any tender not complying with these conditions may be rejected. Bidders that fail to comply with these General Terms and Conditions, special tender conditions and requirements of the tender may render their offers invalid.

GENERAL TERMS AND CONDITIONS FOR PROCUREMENT OF GOODS, SERVICES
AND WORKS

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By submitting a response to this tender, you are perceived to have read and agreed to these Government Tenders General Terms and Conditions. Note: This page must be signed by a representative who is authorized to legally bind the organisation.

I have read and understood the Government Tenders General Terms and Conditions and agree to all the clauses:

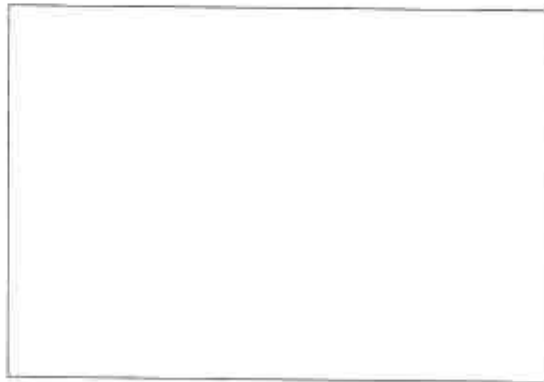
Name: _____

Designation: _____

Signature: _____

Date: ___/___/___

Company Stamp:





MINISTRY OF SUGAR INDUSTRY

TERMS OF REFERENCE

(Project Assignment)

1.0 Project title: National Sugar Industry Policy Development

2.0 Background

The Fijian Government is committed to reviving and sustaining its sugar industry (**‘Sugar Industry’**) to support rural livelihood. Through the Ministry of Sugar Industry, the Fijian Government has been assisting cane farmers to increase cane production and yield. Assistance has been provided to farmers through fertiliser and weedicide subsidies to reduce inputs costs, grants for cane planting, upgrade of cane access roads, payment of cane cartage costs for transferring cane from Penang to Rarawai mill, assistance for farm mechanisation and assistance to new farmers to establish farms.

However, to date, Fiji has not developed any sugar industry policy document to respond to long-term challenges including sugarcane and sugar production, transportation, harvesting and milling, marketing, capacity, etc, that is affecting the Sugar Industry. Therefore, the Ministry of Sugar Industry is required to develop a relevant and credible national sugar industry policy that will:

1. provide urgent actions required to halt declining cane production and promote cost efficient production to improve profitability of the cane farmers;
2. provide efficient and reliable improvements to milling, harvesting and transportation systems;
3. provide a clear vision and coherent direction for coordination among the Sugar Industry stakeholders including industry institutions, policy makers, investors, private sectors, and non-government organisations for the development and sustainability of the Sugar Industry;
4. provide a platform to enhance collaboration and a stronger connection between existing strategies of the six Sugar Industry institutions (Fiji Sugar Corporation Limited, Sugar Cane Growers Council, Sugar Cane Growers Fund, Sugar Research Institute of Fiji, South Pacific Fertilizers Limited and Sugar Industry Tribunal) and align them with the ongoing priorities of the Fijian Government taken through various reform agenda to sustain the Sugar Industry;
5. reflect close collaboration between the Ministry of Sugar Industry and Ministry of Agriculture to improve profitability and livelihood of cane farmers; and
6. provide an implementation and monitoring framework that will also assist in strengthening the implementation and monitoring of ongoing programs.

The Ministry of Sugar Industry is seeking to engage consultant(s) to draft a five (5) year National Sugar Industry Policy 2018-2022 (**'Policy'**). The consultant(s) will work closely with Director Policy and Research of Ministry of Sugar Industry in drawing up policy options and strategies on key priority areas.

3.0 Scope of Services for Growth – Sugarcane and Sugar

The consultant(s) will carry out the tasks as per Scope of Services (Please refer to **Annexure 1**).

The key thematic areas of the Policy will include:

1. growth - sugarcane and sugar production;
2. innovation -research And development;
3. marketing and diversification;
4. infrastructure improvement - milling, harvesting and transportation;
5. capacity development;
6. environment, climate change and resilience;
7. institutional and legislations review; and
8. information, communication, technologies (**'ICT'**) and community

4.0 Processes and Procedures to be adopted:

To ensure development of a relevant and credible Policy, the following processes and procedures should be adopted/included:

- identification and analysis of value chains;
- promoting knowledge and information sharing, access to new markets, revenue generation, research and development and extension services;
- reinforcement on diversification/intercropping with non-sugar crops;
- a design and implementation phase with the involvement of the private sector;
- developing credible and costed sugar industry strategies;
- fully addressing the gender, climate change, disaster and environmental dimensions;
- reinforce capacity and coordination between the Ministry of Sugar Industry and Ministry of Agriculture.
- provide economic impact assessment, case studies and cost benefit and analysis of key thematic areas identified as necessary;
- ensure the strategies are aligned to key policy documents including the 5 year and 20 year National Sugar Industry Development Plan, Green Growth Framework, Draft National Sugar Industry Policy Framework 2018-2022, Fiji Sugar Corporation Strategic Action Plan 2018-2022, draft Sugar Research Institute of Fiji Strategy and Sugar Action Plan 2013-2022 where relevant to be integrated into overall Policy document; and
- ensure that the strategies promote growth in cane and sugar production and contributes to the rural livelihoods, employment, enterprise and export earnings.

5.0 Expected Activities

The consultant(s) will:

1. work closely and consult with the Director of Policy and Research of Ministry of Sugar Industry;
2. consult the members of the Sugar Industry Technical Advisory Group as well as the six Sugar Industry institutions, sugarcane growers, associations including Fairtrade Organisations, Co-operatives, Lorry Associations, etc to understand the Sugar Industry;
3. familiarise themselves with key documents, including the 5 year and 20 year National Sugar Industry Development Plan, Draft National Sugar Industry Policy Framework 2018-2022, Sugar Industry related laws as well as any documents and processes pertaining the sugar sector reform in Fiji;
4. meet with other Governmental agencies including the Ministry of Economy to understand the current approach for aligning strategies to planning and budgeting for the Sugar Industry;
5. organise and facilitate workshops to gather information where necessary;
6. provide regular updates to Ministry of Sugar Industry on progress of the work assignment;
7. present a draft report to the Sugar Industry Technical Advisory Group; and
8. finalise and submit final report to the Ministry of Sugar Industry.

6.0 Outputs

The expected key deliverables to be produced under this assignment are:

1. completed written document in English;
2. powerpoint presentation of work assigned; and
3. 2-page executive summary of the work assigned.

7.0 Reporting Requirements

The consultant(s) will report to the Permanent Secretary of the Sugar Industry through Director Policy and Research of Ministry of Sugar Industry.

8.0 Duration of Work Assignment

The assignment will require a maximum of three months of work. The consultant(s) will preferably begin work in April 2018 and complete their assignment by July 2018.

9.0 Duty station and travel

This work will require the consultant(s) to be based in the Ministry of Sugar Industry, Lautoka Office, Fiji. Travel to Suva and Labasa including attendance of meetings and workshops (dependent on the activities) will be required. Travel cost where required will be covered by the Ministry of Sugar Industry.

10.0 Financial Resources and Management

The Government of Republic of Fiji will be funding for the work assignment. The recruitment of the consultant(s) will be managed by the Ministry of Sugar Industry, with participation from the Sugar Industry Technical Advisory Group in the selection process and final approval from the Permanent Secretary of Ministry of Sugar Industry. Supervision and coordination of the consultant(s) will be managed by the Ministry of Sugar Industry and assisted by the Sugar Industry Technical Advisory Group.

11.0 Inputs from the Consultant(s)

The consultant(s) is expected to provide their own laptop computer and other professional support as necessary. The consultant(s) will be provided with some support including relevant documents from the Ministry of Sugar Industry for the identification of deliverables and responsibilities.

12.0 Competency Requirements for Project Assignment

The following skills and experience are required to develop the Sugar Industry Policy:

- master's degree in Agriculture, Development studies, Economics, and/or other related field including Environment, Climate Change, Engineering, Land and Water Management.
- at least a minimum of 7 years working experience is required on policy and strategy development in agriculture and sugar subsector.
- relevant practical field experience in the following areas: agriculture policy development, and programs related to development of rural livelihoods, gender analysis, risk and vulnerability assessment, community development and participation, agriculture/sugar, etc.
- experience in agricultural sector or with agricultural projects is essential.
- comprehensive understanding and in-depth knowledge of sugar sector policy.
- proven experience in strategic planning, implementing, and monitoring sugar sector programs.
- knowledge of ongoing Research and Development in the sugar sector including experience in value chain: productions, harvesting, transportation, milling and processing, storage, marketing and consumption.
- knowledge of Fiji's sugar industry, industry institutions and related stakeholders is required;
- professional knowledge of English with strong oral and written communication and presentation skills.
- ability to meet tight deadlines and produce succinct reports.

13.0 Selection Criteria

<u>Competency Requirements</u>	<u>Ranking</u>
<ul style="list-style-type: none"> ▪ Relevant qualifications in Agriculture, and/or related fields. At least a minimum of 7 years working experience is required on policy and strategy development in agriculture and sugar subsector. Comprehensive understanding and in-depth knowledge of sugar sector policy. Relevance and extent of experience in the implementation of policy and strategy in agriculture and sugar subsector. 	30%
<ul style="list-style-type: none"> ▪ Level of knowledge on the ongoing research and development in the sugar sector including experience in value chain: productions, harvesting, transportation, milling and processing, storage, marketing and consumption. Proven experience in strategic planning, implementing, and monitoring of sugar sector programs. 	30%
<ul style="list-style-type: none"> ▪ Knowledge of the Fijian sugar industry, industry institutions and related stakeholders is required. 	20%
<ul style="list-style-type: none"> ▪ Professional knowledge of English with strong oral and written communication and presentation skills. 	10%
<ul style="list-style-type: none"> ▪ Ability to meet tight deadlines and produce succinct reports. 	10%

14.0 Scope of the Bid and schedule of Payment:

1. The payments of this consultancy will be made as lump sum instalments based on milestones achieved as shown below:

<i>Milestones\Outputs</i>	<i>Deadlines (date)</i>	<i>Verification</i>	<i>% Payment</i>
Contract signing	Upon signing	Upon signing of agreement with MoSI	20%
Draft written document	within 2 months of signing of the contract	Upon written Agreement by MoSI	30%
Complete written document, PowerPoint presentation and 2 page-executive summary of work assigned	Within 3 months of signing of the contract	Upon written Agreement by MoSI	50%

2. The bid price should express a daily rate in Fijian Dollars (FJD).
3. The consultant(s) should develop the Policy within the allocated budget.
4. If the Consultant is Fiji-based, a certificate of VIP exemption is to be provided.

SCOPE OF SERVICES FOR THE CONSULTANT(S)

The Consultant(s) will be required to carry out the following tasks as per the scope of works:

1. Conduct analysis of current situation, provide policy response, recommendations of Strategies, including goals, targets, and identify responsible agencies for each thematic areas;
2. Provide costing and timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the implementation of the strategies for each thematic areas; and
3. Implementation and monitoring framework, finances, planning and integration of strategies into sugar industry institutions.

Thematic Areas	Scope of Works
<p>Thematic Area 1: Growth -- Sugarcane and Sugar Production</p>	<ol style="list-style-type: none"> a) Situational analysis of current status and possible future sugarcane and sugar production scenarios b) Analysis of current challenges related to sugar and sugarcane productions; Sugarcane growing area (active, inactive cane farmers, securing and development of new sugarcane area (vacant land, farmers, FSC), prevention of loss of current sugarcane land, structure of farms, cane planting and ratoon management, intercropping, herbicide use, farm management practices including irrigation/water management, improvement of soil health - fertiliser use, varieties, extension and advisory services, reduction in post-harvest losses, availability of farm machineries for land prep, planting, harvesting and transportation, relevance of Government assistance, etc c) Provide Policy response d) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation e) Provide estimated costs for each strategy and potential sources of funding. f) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. g) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. h) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions

<p>Thematic Area 2: Innovation – Research And Development</p>	<ul style="list-style-type: none"> a) Analysis of Research and Development for crop production, crop protection, crop development, inputs supply, sugar engineering, sugar technology, sugar processing and manufacturing, value addition, transportation, harvesting, etc, review of the current lab equipment and machineries at Fiji Sugar Corporation Ltd and Sugar Research Institute of Fiji, etc b) Provide Policy Response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
<p>Thematic Area 3: Marketing And Diversification</p>	<ul style="list-style-type: none"> a) Situation analysis - Market Outlook globally, regionally, locally (certification, market access, sale of sugar – domestic, regionally, globally, review of sugar quality, customer bases, diversification - opportunities for branding and packaging, refinery, etc) b) Provide Policy response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
<p>Thematic Area 4:</p>	<ul style="list-style-type: none"> a) Situational analysis – Review of transportation systems, review of rail network system and need for cage bins, review of road maintenance and upgrades, stock of lorries, harvesting system - availability of machinery and

<p>Infrastructure Improvement – Milling, Harvesting & Transport</p>	<p>labor, review of milling infrastructures, lab facilities, co-gen plants, boilers, processing and packaging plants, bulk storage facilities, improvement of investor confidence, etc</p> <ul style="list-style-type: none"> b) Provide Policy response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
<p>Thematic Area 5: Capacity Development</p>	<ul style="list-style-type: none"> a) Situational Analysis of the current skills needs in each area of the Sugar Industry at institutional levels related to sugarcane Growing (science and technology), sugar manufacturing and technology (science and engineering), resilience ability to overcome challenges internal and external; pest and diseases, climate variation and natural disasters including drought, cyclones, floods, availability of climate, varieties pest and diseases resilient, price shocks, investment in professional education and young farmer training programmes, capacity of extension officers, farmers, Research staff, farmers association, Co-operatives, sugar industry related curriculum, etc. b) Provide Policy response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
<p>Thematic Area 6:</p>	<ul style="list-style-type: none"> a) Situational analysis - issues related to environmental compliance, bagasse production, effluent emission from factories, input use including fertilizer and herbicides on cane farms, effective and sustainable use of land and

<p>Environment, Climate Change And Resilience</p>	<p>natural resources, uncontrolled cane burning, crop insurance, importance and opportunities for co-generation for green energy, health and safety at workplaces, etc.</p> <ul style="list-style-type: none"> b) Provide Policy response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
<p>Thematic Area 7: Institutional and Legislations Review</p>	<ul style="list-style-type: none"> a) Situational analysis – review of strategies and functions of the Sugar Industry institutions, needs for alignment to the national Policy, review the current acts, legislations, minimum guaranteed price\equitable sharing of revenue between miller and farmers, collaboration between stakeholders, governance issues within the sugar industry institutions, review organizational structures and needs of the Sugar Industry institutions in response to Government’s ongoing reforms, review of rates - transport – rail carts, cage bins, lorry and harvesting, etc. b) Provide Policy response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
<p>Thematic Area 8: Information,</p>	<ul style="list-style-type: none"> a) Situation analysis – data needs of the industry; digitization of farm level data, use of ICT such as usage of internet, mobile texting messages, audio visuals, media, audio visuals, etc., awareness - promotion of positive and healthy message on Sugar Industry, showcases, use of modern farm technologies, community engagement,

<p>Communication, Technologies (ICT) And Community</p>	<p>focus on gender balance, employment levels in sugar industry, involvement of communities in sugar related projects, incentives for farmers and industry stakeholders, etc.</p> <ul style="list-style-type: none"> b) Provide Policy response c) Recommend Goals, targets, Strategies, and identify responsible agencies for implementation d) Provide estimated costs for each strategy and potential sources of funding. e) Provide timelines (short-term 1 year, medium term up to 3 years and long term up to 5 years) for the strategies and responsible executing agencies. f) Provide implementation framework, finances, planning and integration of the strategies into sugar institutions action plans. g) Identify roles of Fiji Government, Fiji Sugar Corporation Ltd, Sugar Research Institute of Fiji, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, South Pacific Fertilisers and other related institutions
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MINISTRY OF SUGAR INDUSTRY

<p>REQUEST FOR TENDER</p> <p><u>COMPETENCY REQUIREMENT AND FINANCIAL SUMMARY FORM</u></p> <p><i>(Project Assignment – National Sugar Industry Policy Development)</i></p>

1.0 Background Summary

1. Full Name:	
2. Address:	
3. Company Details (if any):	
4. Website (if any):	
5. Email:	
6. Phone No:	

2.0 Selection Criteria

<u>Competency Requirements</u>	<u>Remarks/Comments from the Applicant</u>
<ul style="list-style-type: none"> ▪ At least a minimum of 7 years working experience is required on policy and strategy development in agriculture and sugar subsector. Relevance and extent of experience in development and implementation of policy and strategy in agriculture and sugar subsector. Comprehensive understanding and in-depth knowledge of sugar sector policy. 	
<ul style="list-style-type: none"> ▪ Relevant qualifications in Agriculture, and/or related fields. ▪ At least a minimum of 7 years working experience is required on policy and strategy development in agriculture and sugar subsector. Comprehensive understanding and in-depth knowledge of sugar sector policy. Relevance and extent of experience in the implementation of policy and strategy in 	

agriculture and sugar subsector.	
<ul style="list-style-type: none"> ▪ Level of knowledge on the ongoing research and development in the sugar sector including experience in value chain: productions, harvesting, transportation, milling and processing, storage, marketing and consumption. Proven experience in strategic planning, implementing, and monitoring of sugar sector programs. 	
<ul style="list-style-type: none"> ▪ Knowledge of the Fijian sugar industry, industry institutions and related stakeholders is required. 	
<ul style="list-style-type: none"> ▪ Professional knowledge of English with strong oral and written communication and presentation skills. 	
<ul style="list-style-type: none"> ▪ Ability to meet tight deadlines and produce succinct reports. 	

3.0 Financial Summary

<u>Activity</u>	<u>Number of Days Required</u>	<u>Price per Day (FJD\$)</u>	<u>Total (FJD\$)</u>
Thematic Area 1			
Thematic Area 2			
Thematic Area 3			
Thematic Area 4			
Thematic Area 5			
Thematic Area 6			
Thematic Area 7			
Thematic Area 8			
TOTAL			

Date Submitted: _____

Signature: _____

Name: _____

SECTION 3

EVALUATION CRITERIA

BIDDER CHECKLIST – ADMINISTRATIVE STAGE

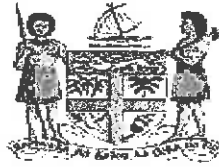
Clauses	ADMINISTRATIVE REQUIREMENTS	Page Numbers(s)
2	Background/History of the Company including details of Parent companies and subsidiaries	
3	Valid Company Registration Certificate (Certified Copy) (Local/Overseas)	
3	Valid Business License (Certified Copy) (Local/Overseas)	
5-8	The business relationship: 1) List all Partner(s)/Supplier(s)/Subcontractors 2) Attach letter(s) from each Partner/Supplier/Subcontractor to confirm the business relationship (for all applicable)	
9a	Valid FRCA Compliance Letter (Certified Copy)	
9b	Valid FPNP 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	
57	General Terms and Conditions (signed and return)	

NOTE:

- i) Please submit the documents in the same order as per the list above
- ii) Bidders not submitting the required documents will not be contracted for the tender
- iii) ONLY FRCA Compliance Certificate NOT Exemption Certificate, VAT Registration, TIN Registration etc (TIN letter can be attached with the Compliance Letter if not stated in the compliance letter)
- iv) ONLY FPNP Compliance Certificate. NOT FPNP Registration, payment etc

SECTION 4

Government Tenders Board Form



Company Particulars

Name			
Date of Regⁿ			
Registered Office	_____ _____ _____ _____		
Postal Address	_____ _____ _____ _____		
Telephone		Facsimile	
Email		Website	
Principal Activities	_____ _____ _____ _____		
Directors	_____ _____ _____ _____		
Share Capital Authorised Issued&Paid-Up	_____ _____ _____		
Accountant			

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

Name:	Name:
Signature:	Signature:
Designation:	Designation:

Date.....



Taxation Division

APPLICATION FORM FOR TAX COMPLIANCE CERTIFICATE FOR COMPANIES AND INDIVIDUALS

Section A - APPLICANT'S DETAILS

First Name:

Middle Name:

Last Name:

Business Address:

Phone:

T.I.N.:

Authorised Officer:

Postal Address:

Email:

Section B - REASON FOR REQUESTING TAX COMPLIANCE CERTIFICATE

[Tick against Type of Clearance Required]

Public Sector Tender or Government Requirement:

Professional Membership / Employment:

Business / Broker / Exporter / Importers License:

Others [Please Specify]:

Bank Loan / Financing or Asset Transfer:

Vehicle Registration / Transfers [LTA]:

Visa / Travel and Migration:

Contractual Payment:

Section C - FOR COMPANIES AND PARTNERSHIPS

List Names of Directors and TIN

Names	TIN	Names	TIN

Section D - TAX AGENT DETAILS

Name:

Tax Agent Number:

Declaration By Applicant

I, _____ declare that the information in this application is true and accurate in every detail.

Signature:

Designation:

Date:

IT IS A SERIOUS OFFENCE TO MAKE A FALSE DECLARATION TO THE COMMISSIONER

Section E - OFFICIAL VERIFICATION [OFFICE USE ONLY]

Tax Lodgment Status:

Lodged: If Outstanding Issue Demand: Issue Date:

Outstanding: If Extension Granted: Extension No:

Tax Arrears Status: Nil If Arrears Refer to DMS Payment Arrangement

Section F - APPROVAL

Approved: Name: Signature: Date:

Not Approved:

Comments: