



RESERVE BANK OF FIJI

REQUEST FOR TENDER

**Supply & Installation of Sound System for Tower 11 Conference
Room**



OBJECTIVE

The Reserve Bank of Fiji invites qualified vendors to submit a tender for the Supply and Installation of the Sound System in the conference room at Tower 11, RBF Building, Pratt Street, Suva. This project encompasses the installation of new equipment, the removal of the existing sound system and ensuring high quality audio performance suitable for meetings, presentations and conferences.

TENDER SCOPE

1. The selected vendor will be responsible for:
 - a. Supply of a reputable brand of state-of-the-art sound system equipment, including microphones, speakers, audio processors and any related technology.
 - b. Installing, wiring and configuring the equipment to ensure optimal audio performance and seamless integration with the existing infrastructure.
 - c. Conducting testing and calibration to ensure clear sound quality with minimal interference or feedback.
 - d. Providing training on system use and basic troubleshooting.
 - e. Offering a warranty and post installation support.
2. Removal of existing equipment
 - a. Safe dismantling and removal of the existing sound system components from the conference room and luncheon area.
3. The proposed system must include, but is not limited to:
 - High quality speakers (ceiling mounted, wall mounted, or freestanding)
 - Wireless microphones (gooseneck and tabletop) for presentations and Q&A sessions.
 - Audio mixer or control unit for managing inputs and outputs.
 - Amplifiers, if required to, ensure clear sound distribution.
 - Integration with existing video conferencing systems (e.g., Zoom, Microsoft Teams).
 - Cable, mounting hardware, and all necessary accessories.
4. Interested vendors must submit:
 - **Company Profile:** Overview of the company, including experience in similar projects.
 - **References:** At least three (3) references from clients for similar installations.
 - **Certifications:** Proof of authorization to supply and install the proposed brand equipment.
 - **Technical Proposal:** Detailed description of the proposed sound system, including brand, model numbers, specifications, and layout plan.
 - **Financial Proposal:** Itemized cost breakdown, including equipment, installation, training, and warranty
 - **Timeline:** Proposed schedule for delivery, installation, and commissioning.
 - **Warranty and Support Details:** Terms of warranty, support services, and response times for issues.



5. The vendor is required to attend a site meeting to inspect the current system and will have to provide a detailed work plan prior to commencing the project and a project completion report at the end of the project.

Technical Requirements

- Audio Quality: Crystal-clear sound with no distortion, suitable for a conference room of 136 m².
- Brand: Equipment must be from a reputable, globally recognized brand with proven reliability (e.g. Bose, Yamaha, JBL, Shure)
- Compatibility: System must be integrated with existing audio & visual equipment and conferencing platforms.
- Ease of Use: Intuitive controls for non-technical staff to operate the system.
- Scalability: System should allow for future upgrades or expansion.
- Aesthetics: Discreet design to blend in with the conference room professional environment.

TENDER SUBMISSION

All proposals must be submitted by 23th of May, 2025 to Board Secretary, Subrina Hanif subrina@rbf.gov.fj and Manager General Administration Services, Melania Tamaue melania@rbf.gov.fj.

Note

- The quotation should be VAT Inclusive Price.
- The quotation should be for normal working hours, after hours and work over the weekend.

Lowest Tender may not necessarily be accepted. Both successful and unsuccessful submissions will be notified by the Tender Secretary through formal correspondence.

PERIOD OF PERFORMANCE

The period of performance for this project shall depend on the vendors estimated time frame provided in the Tender Submission. All work must be scheduled to complete within the mentioned estimated timeframe. The actual engagement on site should be mindful of the critical nature of the risk involved and public safety. Any modifications or extension should be requested to the Reserve Bank of Fiji based on necessary.

OHS AND SECURITY RESPONSIBILITY

All contractors' project team members will submit security forms to the Reserve Bank of Fiji for clearance and access badges to the facility. The vendor must also ensure that all the workers onsite are provided with all personal OHS equipment. Also, all tools, ladders Scaffolding etc. should be OHS compliant.



ADMINISTRATIVE REQUIREMENTS

It is compulsory for the vendor to provide the following valid documents in their tender submission:

1. Valid FRCS compliance certificate.
2. Valid FNPF compliance certificate.
3. Valid Certificate of Exemption.
4. Updated company profile.
5. Clientele listing
6. Public liability cover.
7. Insurance cover.
8. Completed Trade Summary; and

PROPOSAL PROCESS

The steps below provide a brief outline of the Reserve Bank of Fiji's tender process:

1. Interested vendors can liaise with the Reserve Bank of Fiji to clarify any issues before submitting their tenders.
2. Vendors submit their tenders within the time specified.
3. Analysis of the submitted tender will be done by the Reserve Bank of Fiji.
4. Clarification on tender submission, if necessary.
5. Awarding of proposal.
6. Meeting with selected vendor regarding project delivery and preparation of the contract terms and conditions; and
7. Contract signing.

PRICING

- Itemize all labor and material cost separately, where necessary.
- All prices should be FJD and VIP.
- Prices should be valid for at least three months.
- Retention of 10% will be held for the 1 year after the vendor has successfully handed over the project to RBF.

TENDER SELECTION

Tenders will be evaluated based on:

- Compliance with technical and scope requirements.
- Quality and reputation of proposed equipment.
- Cost effectiveness of the financial proposal.
- Experience and reference in similar projects.
- Timeline and support services.

Terms & Conditions

- The Reserve Bank of Fiji reserves the right to accept or reject any tender without providing reasons.
- The selected vendor must sign a contract outlining deliverables, timelines, and payment terms.
- Payment terms will be 40% upon signing, 30% upon installation, 20% after commissioning and training, and 10% retention will be paid after a year.



TRADE SUMMARY

Below is the Trade Summary which the vendor is required to complete.

Name of the Company: _____

Workmanship Warranty: _____

Total Project Duration: _____

No.	Project Particulars	Quantity	Project Cost (VIP)
<i>Speakers</i>			
1.	Cost for speakers		
2.	Cost for Mounting brackets		
3.	Cost for Audio Mixer		
4.	Cost for Remote conference processor		
5.	Cost for Cabling		
6.	Cost for Installation & Commission		
7.	Cost for amplifier (if applicable)		
<i>Microphone</i>			
8.	Cost for wireless access point		
9.	Cost of wireless tabletop mics		
10.	Cost for wireless gooseneck mics		
11.	Cost for mic charging station (if applicable)		
12.	Cost for mic replacement battery (if applicable)		
Total Cost (VIP)			

No.	Position	No. of Staff	Normal Rate per Hour (VIP)	Time and Half Rate (VIP)	Double Time Rate (VIP)	Meal Allowance Rate (VIP)	Transportation Rate (VIP)
1.	Audio Consultant						
2.	Sound Technician						
3.	Labor						