

Request for Proposal (RFP) – PNG Power Corporate Uniforms	
Scope of Service	Manufacture, Supply and Delivery of Corporate Uniforms
RFP Issued by	PNG Power Limited
Issue Date	25 th August 2020
Closing Date/Time	Proposals must be received before 1630 hours (4:00pm) by 02 nd October 2020.
PNG Power Contact Information & Questions	<p>All enquires related to this RPF including requests for information, questions, and clarification, are to be directed to the following email address: tenders@pngpower.com.pg referencing the subject in the line of the email.</p> <p>Note that all questions should be received by PNG Power no later than five working days prior to the close of this RFP in order to allow for the questions to be answered. Information obtained from any other source is not official and should not be relied on.</p>
Delivery of proposals	Submissions are to be uploaded directly by logging onto PNG Power's e-tendering portal address: www.tenderlink.com/pngpower
Short Listed Proponents	For those Proponents who have not been contacted by end of business day on 25 th October 2020, will serve as notice that their proposal submission was unsuccessful.
Successful Proponent Notified	Before End of December 2020

PROPONENT SECTION

To be completed by the proponent and included as the "cover page" of the Proponents response	
Signature of Authorized Representative:	Legal Name of the Business (and Doing business as Name, if applicable):
Printed Name of Authorized Representative	Address of Proponent:
Title:	
Date:	
Authorized Representative email address (if available)	Authorized Representative contact number (if available)



1. Summary of the Requirement

PNG POWER requires services of a service provider with proven experience and ability to design, manufacture, supply and deliver corporate uniforms for PNG Power Limited therefore invites proposals for this service.

The terms and conditions applicable to this RFP are identified in Appendix B – Definitions & Administrative Requirements. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions that any of the terms of this RFP will be as if not written and do not exist.

2. Background, Objective & Scope

As one of Papua New Guinea's largest State Owned Enterprises, PNG POWER LIMITED is responsible for generation, transmission, distribution and retailing of electricity in urban and rural Papua New Guinea. It operates 34 centers in Papua New Guinea, has a total of 4100km of transmission and distribution lines which serves approximately 124,264 customers and employing over 2000 employees located in various parts of PNG.

Corporate Uniforms in request are solely for the office based employees throughout our various office locations in PNG. PNG POWER's last issue of corporate ware was between 2013 and 2015, hence the need to source a reputable tailoring company who can design and manufacture uniforms to PNG Power's requirements and be able to supply and deliver given the size and locality of our establishments and its employees.

The company 'must' be of good repute and be able to demonstrate that they have the capacity, experience and technical expertise to tailor quality corporate uniforms and be able to supply and deliver at the time specified in this document. They must also have proven track record and accomplished success in providing corporate ware for a similar sized organization as PNG Power.

The successful vendor will be chosen not only on the basis of capacity, experience and technical expertise but in a cost-effective manner and importantly be able to meet all of PNG Power's requirements. The vendor must be able to individually pack and deliver each employee's tailored corporate uniform and deliver within the timeframe specified in this document.

3. Services

The Proponent shall provide the following services:

- a) Design & tailor PNG Power's corporate ware per specifications;
 - i. Men's long sleeve,
 - ii. Men's short sleeve Toana ware
 - iii. Men's Neck Tie
 - iv. Men's Long Pants
 - v. Women's Pencil Skirt
 - vi. Women's A Line Skirt
 - vii. Women's Long Pants (optional)
 - viii. Ladies Elbow Length Shirt
 - ix. Ladies Short Sleeve Shirt/Blouse
 - x. Short Sleeve Round - Neck Dress – (Optional)
 - xi. Ladies Toana ware
 - xii. Ladies Scarf



- b) Support planning and execution of whole process
- c) Quality and production must comply with the ISO 9000 quality standards;
- d) Individually pack and deliver for each employee; and
- e) Be able to provide after sales service.
- f) Meet PNG Power's Timeframe

4. Deliverables

PNG POWER requires the following deliverables:

- a) Designing
- b) Customizing
- c) Sampling
- d) Production
- e) Packing & Delivering
- f) After sales service by providing alterations free of charge upon request and delivery altered garments after 2 weeks
- g) Stock material for all items as well as an assortment of finished products.
- h) Deliver all tailored garments within 3 months from the date of signing of contract.

5. Specification of Uniforms.

A. FEMALE GARMENTS:

- 1) Women's Pencil Skirt
- 2) Women's A Line Skirt
- 3) Women's Long Pants (optional)
- 4) Ladies Elbow Length Shirt
- 5) Ladies Short Sleeve Shirt/Blouse
- 6) Short Sleeve Round Neck Dress – (Optional)
- 7) Ladies Toana ware
- 8) Ladies Scarf

B. MALE ITEMS:

- 1) Men's long sleeve,
- 2) Men's short sleeve Toana ware
- 3) Men's Neck Tie
- 4) Men's Long Pants

C. LOGO SPECIFICATION:

a) **LOGO**

PNG Power Icon – Kina Shell and Lighting. It is the main brand element of PNG Power and cannot be modified for whatever purpose.

- b) PNG Power Logo – The signature of PNG Power is the structured combination of two visual elements;

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- the Icon and the Logo Type
- the Font style is Impact

D. COLOR SPECIFICATION

Blue: Pantone: 288

6. Evaluation

An evaluation committee will be formed by PNG Power. All personnel will be bound by the same standards of confidentiality.

The mandatory and desirable criteria against which proposals will be evaluated are identified in the Appendices. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated.

PNG POWER may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

6.1 Evaluating Scoring

The following must be completed and proposals will be evaluated as identified below:

- All responses must satisfy the requirements described herein to be considered;
- The responses must pass all the mandatory criteria to be considered. Responses not satisfactorily meeting all mandatory requirements may be excluded from further evaluation at the discretion of the evaluation committee;
- See table below;

Evaluation Criteria	Description	Weight
Corporate Criteria	Proponents must demonstrate that they are positioned so that services and support can be provided to PNG POWER	5%
Financial Criteria	Proponents are to be financially viable to provide the solution that provides the best value for PNG POWER's investment, and provides the required services and functionality for the lowest total cost of ownership.	35%
Service/Technical Criteria	Proponents are to demonstrate, in detail, how the proposal will meet all of PNG POWER's service requirements.	55%
Value Adds	New/innovative and value added approaches to service delivery	5%
	Total	100%



6.2 Short Listed Proponents

- a) The short-list will comprise the highest-ranked Proponents based on the weightings for the criteria as identified above.
- b) Proponents which are short listed may be requested to interview via teleconference or face to face with the assessment panel to discuss certain aspects of their submitted proposal.
- c) Only shortlisted proponents will be asked to provide samples.

6.3 Sampling Process

- a) Proponents which are short listed will require to provide samples of their products as part of the tender process. They are to provide a range of samples according to PNG Power's specification as listed above.
- b) Style, fabric, color will be determined by PNG Power.
- c) PNG Power will purchase the approved samples at the unit price. One sample of each item is required.
- d) PNG Power requires each company to provide a comprehensive quote with unit item prices per item
- e) Samples to be delivered to PNG Power within 2 weeks of PNG Power's notification.

Appendix A - Evaluation Criteria
Corporate Criteria

#	Area	Requirement
1	Corporate	Company Profile - Must be IPA Certified with IRC TIN.
2	Corporate	Demonstrate proven track record and accomplished success in providing corporate ware for a similar sized organization by providing client list with a minimum of three references.
3	Corporate	Proof of Insurance 3 rd Party Worker's Compensation
4	Corporate	Proof of No Litigation issues against the company over 2-3 years. Provide in the form of statutory declaration.

Financial Criteria

#	Area	Requirement
1	Financial	Proof of financial viability. Provide a current or latest audited statement (2019 Or 2018). Alternatively provide 6 months bank statement.
2	Financial	Itemize all costs; <ol style="list-style-type: none"> 1. Total fees to be charged 2. GST on a separate line 3. Breakdown of all costs. If applicable, please identify travel costs and any incidental expenses (as separate lines) that are anticipated.

Service/Technical Criteria

#	Area	Requirement
1	Experience	Demonstrated experience and knowledge in the market or industry.
2	Experience	Please provide example of a past engagement project plan, describing timelines, milestones and deliverables.
3	Experience	<ol style="list-style-type: none"> 1. Describe your proposal including all features presently available and be prepared to provide a samples to PNG Power upon request. 2. Describe what type of support is available (both administrative and technical).
4	Experience	Describe any difficulties or challenges that are anticipated in providing the Services and how your company will manage them.

Value Adds:

1	Value Add	Indicate any value added unique and innovative services offered by your company for your services.
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Appendix B – Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by the PNG POWER and the Contractor;
- b) "Contractor" means the successful proponent to this Request for Proposals who enters into a written Contract with the PNG POWER;
- c) "the PNG POWER" means PNG Power Limited;
- d) "must" or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- f) "Request for Proposals" or "RFP" means the process described in this document; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a proposal in response to this RFP indicates acceptance of all terms that follow and that are included in any addenda issued by the PNG POWER. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

3. Additional Information Regarding the RFP

Proponents are advised to fill out and return the attached Receipt Confirmation Form. All subsequent information regarding this RFP including changes made to this document will be posted on the following websites at: www.pngpower.com.pg or at www.tenderlink.com/pngpower. It is the sole responsibility of the Proponent to check for amendments on these websites.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Late proposals will not be accepted and will be returned to the Proponent. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail.

5. Eligibility

Proposals may not be evaluated if the current or past activities or interests of the Proponent, or any sub-contractors proposed by the Proponent, may, in PNG POWER's opinion, give rise to an unresolved conflict of interest in connection with the project described in this RFP. This includes but is not limited to, involvement by a Proponent or any proposed sub-contractors in the preparation of this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the PNG POWER Contact Person identified in this RFP.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by PNG POWER employees. All personnel will be bound by the same standards of confidentiality. PNG POWER's intent is to enter into a Contract with the Proponent who has the highest overall ranking based upon such an evaluation.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, PNG POWER may at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the RFP process, all Proponents will be notified. PNG POWER may, in its sole discretion provide such debriefing, at which time, PNG POWER may advise the proponent in a general manner, of the reason for the non-acceptance of the proponent's proposal. Only that proponent's proposal will be reviewed.

9. Alternative Solutions



If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes in Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by PNG POWER for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with PNG POWER, if any. If PNG POWER elects to reject all proposals, it will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, by submitting a proposal, the Proponent agrees that it will not claim damages for whatever reason relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal. Furthermore, by submitting a proposal the proponent further agrees to and hereby waives any claim for damages, loss of profits or loss of opportunity if no contract is made between PNG POWER and the proponent for any reason.

13. Proposal Validity

Proposals will be open for acceptance for at least 120 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

15. Currency & Taxes

Prices quoted are to be in PNG Kina, inclusive of duties and taxes where applicable.

16. Completeness of Proposal

By submitting a proposal, the Proponent warrants that if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

The use of a sub-contractor must be clearly defined in the proposal. This includes a joint submission by two Proponents having no formal corporate links. In such a case, one of the Proponents must be prepared to take overall responsibility for successful performance of the Contract and this must be clearly defined in the proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional sub-contractors will be added nor other changes made, to this list in the Contract without the written consent of PNG POWER.

18. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. PNG POWER is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal, or with any Proponent. Proposals will be assessed in light of the evaluation criteria. PNG POWER will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval by PNG POWER of any activity contemplated in any proposal that requires any approval, permit, or license pursuant to any regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with PNG POWER. PNG POWER shall have the right to extend this Contract upon written notice to the Contractor.



21. Contract Negotiation & Award

Following the evaluation and recommendation of the Evaluation Committee, PNG POWER may select one or more Proponents to enter into negotiations for a Contract or Contracts as follows:

- a) May elect to divide the Services into more than one Contract, and enter into negotiations with a Proponent with respect to a portion of the Services, and award more than one Contract with respect to the Services;
- b) If negotiations with any Proponent are not successful within such time period as PNG POWER may require, PNG POWER may at any time after the expiry of such time period discontinue further negotiation with that Proponent by written notice to the Proponent, and PNG POWER may at any time thereafter commence negotiations with another Proponent to finalize a Contract in accordance with the foregoing process with another Proponent. The foregoing process may be undertaken and/or repeated until either a Contract or Contracts are awarded by PNG POWER or until negotiations have been terminated by PNG POWER; and
- c) PNG POWER reserves the right to negotiate additional services of a similar functional or technological nature from the successful Proponent without further competitive procurements.

22. Liability for Errors

While PNG POWER has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by PNG POWER, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in the RFP. Proponents will be solely responsible to ensure their proposal meets all requirements of the RFP, to advise PNG POWER immediately of any apparent discrepancies or errors in the RFP, and to request clarification if in doubt concerning the meaning or intent of anything in the RFP.

23. Modification of Terms

The PNG POWER reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

24. Ownership of Proposals

Proposals submitted to the PNG POWER become the property of the PNG POWER. They will be received and held in confidence by the PNG POWER.

25. Use of RFP

Any portion of this document or any information supplied by PNG POWER in relation to this RFP may not be used or disclosed for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submitting a proposal, the Proponent agrees to hold in confidence all information supplied by PNG POWER in relation to this RFP.

26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of PNG POWER, including the evaluation committee and any officials of PNG POWER, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the PNG POWER.

27. Collection & Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any sub-contractors. If this RFP requires Proponents to provide PNG POWER with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the PNG POWER.

28. Open for Acceptance

The Proponent's offer shall remain open for acceptance for **one hundred twenty (120) Business Days** from the Closing date.

29. Proponents Meeting

PNG POWER may at their option require Proponents to attend a Proponent's meeting and site visits to clarify the requirements as written in the RFP. Proponents will be advised when the meetings and site visits will occur.

30. Working Language

The working language of the PNG POWER is English and all responses to the RFP will be in English.

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