



Terms of Reference

CORPORATE WARDROBE

1. Introduction

Home Finance Company Pte Limited trading as “HFC Bank” is the only 100% local bank with 75% shares owned by FNPF and 25% owned by Unit Trust of Fiji. The Company’s primary business focus is on Commercial and Retail Banking facilities. We are proud that we are totally Fiji-owned. Our focus is to provide our customers with excellent products and serving our people with innovative financial solutions.

HFC Bank is represented in the following locations Suva, Ganilau, Nakasi, Nadi, Lautoka, Labasa with future growth expansion in train. HFC Bank approximately has a total of Two Hundred Twenty-Four (224) full time employees. The gender is equally balanced.

HFC Bank provides its entire staff with corporate uniforms and has a need to differentiate itself in the marketplace by providing its employees with strong brand in communicating values and messages to its customers via Bank’s corporate image. It is also very important for HFC Bank that the design concept will meet everyone’s needs (employees) and corporate expectation.

2. Expression of Interest Requirements

HFC Bank has a current set of corporate uniforms and would like to consider branding with new wardrobe designs and additions. The Tender submission must include the following specifications:

- Samples of proper fabric and patterns for men’s corporate shirts in long and short sleeves and men’s corporate trousers, jacket, sleeve/sleeveless cardigan and Sulu.
- Samples of proper fabric and patterns for women’s corporate blouses with sleeves along with skirts, dresses, corporate semi formal tops, jacket, cardigan and trousers.
- Samples of proper fabric together with patterns for Corporate Authentic Bula attire.
- Samples of fabric together with designs for wardrobe accessories such as Belts, Scarfs and Neckties.
- Performance guide of fabric.
- Supply detailed profiles and reference check.
- Provide payment options and detailed cost structure with unit cost of each garment/ accessory.

3. Timelines and Delivery

Upon selection, shortlisted suppliers will be required to provide actual sample by 15th January 2022. Thereafter, upon selection of successful supplier, full delivery of completed wardrobe is to be provided within 3 months upon confirmation by HFC Bank.

4. Criteria for Awarding Contract

All written submissions will be done in accordance with Internal Tender Policy under the following criteria:

- Meet the major requirements – supply of Corporate Wardrobe as per Tender advertised.
- Ability to facilitate and manage required processes.
- The vendor must be able to demonstrate working in partnership and delivering an efficient and effective support services including quality result.
- Quality & durability of fabric.
- Options for style to reflect modern era.

It is important to note that compliance with the specification/Terms of Reference is more important than obtaining the lowest price, particularly considering user requirements, quality standards, sustainability, life cycle costing, and benchmarks.

Kindly include examples of previous work and at least three contactable references.

5. Contractual Arrangements

HFC Bank will establish a Contractual Agreement and Service Level Agreement with the appointed supplier for corporate wardrobe based on a final negotiation and successful award of tender.

6. Submission of Proposals

Copies of the proposal submission must be submitted by no later than 4:00 PM, Friday - 29th October 2021 to HFC Bank Level 3, 371 Victoria Parade and must be sealed and clearly marked **Tender # 08/2021 “CONFIDENTIAL – CORPORATE UNIFORM TENDER”** and addressed to:

**The Chairman
Tender Committee
HFC Bank
P O Box 161
Suva.**

Please note that no late proposals will be considered.

7. Unauthorized Communication

Please note that all communications must be directed through the contact person named in the Terms of Reference, unless advised otherwise by the contact person. Unauthorized communication with other staff may lead to disqualification of the Proposal.

8. Enquiries

Please note that for any clarification on the Terms of Reference, please email Ms. Rosie Fong, General Manager Human Resources or Ms. Vandhana Sharma, Head of Business Banking via email on hr@hfc.com.fj.