



Tender Document

For

Maintenance of Distribution Powerline

Tender No.32/2015

Fiji Electricity Authority

Site Visit date: 24th of February 2015 (meeting location at FEA Kinoya Depot)
Time of meeting: 9am
Tender Closing date: 4th of March 2015



FIJI ELECTRICITY AUTHORITY

TENDER No. MR 32/2015

Maintenance of Distribution Powerline

The Fiji Electricity Authority invites sealed tenders for the Maintenance of Distribution Powerline at Rewa.

Interested Bidders are to meet at the **FEA's Kinoya Depot** at **9.00a.m on Tuesday, 24th February, 2015** for the project briefing, collection of tender documents and a **compulsory** site visit.

The successful Bidder will be responsible for the total execution of the work, which includes transportation of all materials to the site.

This tender closes at 4:00 p.m. (16.00hrs Fiji time) on Wednesday, 4th March, 2015.

It is mandatory for bidders to submit two (2) hard copies of tenders in sealed envelopes and clearly marked as –

“Tender No.MR 32/2015 – “Maintenance of Distribution Powerline ” must reach - The Secretary – Tender Committee, Fiji Electricity Authority, Private Mail Bag, Suva; or be deposited in the Tender Box located at the Fiji Electricity Authority Head Office, 2 Marlow Street, Suva; by no later than the above stipulated date and time.

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act.

All late tenders, unmarked envelopes and envelopes without bidder's name and address on the reverse will be returned to the Tenderers. (Bids via e-mail or fax will not be considered).

The lowest bid will not necessarily be accepted as the successful bid.

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A. SPECIAL CONDITIONS OF CONTRACT

The Fiji Electricity Authority, Suva invites bids for replacing rotten wooden poles around the Nausori area. Interested bidders may obtain further information from Supply Chain Office, 2 Marlow Street Suva.

1.1 Work Scope

1.1.1 Burebasaga Village

To replace the following six (6) only 10.2 meters rotten wooden poles at Burebasaga village, Nausori:

	Pole ID	Description
1	C 18346	• Install 10.2 meters wooden pole`
		• Install 1A + 1A Dressing
2	C 18342	• Install 10.2 meters wooden pole
		• Install 3A Dressing
		• Install Ground stay
3	C 18338	• Install 10.2 meters wooden pole
		• Install 3A Dressing
		• Install Ground stay
4	C 18358	• Install 10.2 meters wooden pole
		• Install 3A Dressing
		• Install Ground stay
5	C 18348	• Install 10.2 meters wooden pole
		• Install 1A + 3A Dressing
6	C 18357	• Install 10.2 meters wooden pole

		<ul style="list-style-type: none"> • Install 3A Dressing
		<ul style="list-style-type: none"> • Install Ground stay
Transportation Cost		
TOTAL COST (\$)		

1.1.2 Vunisinu Village

To replace the following six (6) only 10.2 meters rotten wooden poles at Vunisinu village, Nausori:

	Pole ID	Description
1	C 17991	<ul style="list-style-type: none">• Install 10.2 meters wooden pole`
		<ul style="list-style-type: none">• Install 1A + 3A Dressing
		<ul style="list-style-type: none">• Install Ground Stay
2	C 17993	<ul style="list-style-type: none">• Install 10.2 meters wooden pole
		<ul style="list-style-type: none">• Install 4A Dressing
		<ul style="list-style-type: none">• Install Ground stay
4	C 17995	<ul style="list-style-type: none">• Install 10.2 meters wooden pole
		<ul style="list-style-type: none">• Install 1A Dressing
5	C 17998	<ul style="list-style-type: none">• Install 10.2 meters wooden pole
		<ul style="list-style-type: none">• Install 1A Dressing
		<ul style="list-style-type: none">• Install Ground stay
Transportation Cost		
TOTAL (\$)		

1.1.3 Waivou Village

To replace the following six (6) only 10.2 meters rotten wooden poles at Waivou village, Nausori:

	Pole ID	Description
1	C 17869	• Install 10.2 meters wooden pole`
		• Install 1A Dressing
2	C 17873	• Install 10.2 meters wooden pole
		• Install 1A + 3A Dressing
		• Install Ground stay
3	C 17874	• Install 10.2 meters wooden pole
		• Install 3A Dressing
		• Install Ground stay
4	C 17875	• Install 10.2 meters wooden pole
		• Install 1A Dressing
5	C 17876	• Install 10.2 meters wooden pole
		• Install 1A Dressing
6	C17877	• Install 10.2 meters wooden pole
		• Install 3A Dressing
		• Install Ground stay
Transportation Cost		
TOTAL (\$)		

1.1.4 Nabitu Village

To replace the following six (6) only 10.2 meters rotten wooden poles at Nabitu village, Nausori:

	Pole ID	Description
1	C 17737	<ul style="list-style-type: none">• Install 10.2 meters wooden pole`
		<ul style="list-style-type: none">• Install 2A Dressing
		<ul style="list-style-type: none">• Install Ground stay
2	C 17730	<ul style="list-style-type: none">• Install 10.2 meters wooden pole
		<ul style="list-style-type: none">• Install 1A + 3A Dressing
3	C17732	<ul style="list-style-type: none">• Install 10.2 meters wooden pole
		<ul style="list-style-type: none">• Install 2A Dressing
		<ul style="list-style-type: none">• Install 10.2 meters wooden pole
3	C 17733	Install 3A + 3A Dressing
		<ul style="list-style-type: none">• Install 2 Ground stay
		<ul style="list-style-type: none">• Install 10.2 meters wooden pole•
4	C 17729	Install 1A Dressing
		<ul style="list-style-type: none">• Install Ground stay
		<ul style="list-style-type: none">• Install 10.2 meters wooden pole
5	C 17739	<ul style="list-style-type: none">• Install 1A Dressing
		<ul style="list-style-type: none">• Install 10.2 meters wooden pole•
6	C17738	Install 3A Dressing
		<ul style="list-style-type: none">• Install Ground stay
		<ul style="list-style-type: none">• Install Ground stay
Transportation Cost		

1.1.5 Naivila Village

To replace the following six (6) only 10.2 meters rotten wooden poles at Nabitu village, Nausori:

	Pole ID	Description
1	C 18108	<ul style="list-style-type: none">• Install 10.2 meters wooden pole`
		<ul style="list-style-type: none">• Install 1A Dressing
2	C 18197	<ul style="list-style-type: none">• Install 10.2 meters wooden pole
		<ul style="list-style-type: none">• Install 3A Dressing
		<ul style="list-style-type: none">• Install Ground stay
Transportation Cost		
TOTAL COST (\$)		

1.4 GENERAL WORKING CONDITIONS

- All works to be carried out in normal working hours (Monday to Friday, 9:00am – 3.30pm) and under FEA supervision.
- Contractors are required to seek permission; two weeks in advance if any works need to be carried out, outside the normal working hours. Approval will be subjected to management’s decision.
- All safety precautions need to be taken by the contractor as the substation will be LIVE.
- If required, the contractor can submit a substation outage two weeks prior for the commencement of work.
- Maintenance work is to be carried out at all the substations mentioned above at the Deuba area.
- All required HSE documents need to be submitted as part of Contractors bid.
- There is no tender fee or deposit associated with this tender.
- Contractors to use their own power supply and other equipment on site while carrying out the maintenance work.

1.5 Workmanship and Warranty

The Contractor is required to provide a Warranty of Work statement that states that the work performed under the contract conforms to the FEA requirements and is free of any defects and

in accordance to the workmanship performed by the Contractor. This warranty shall continue for a period of 5 years from the date of completion of the work.

2. SITE VISIT

Site Visit date: **24th of February 2015 (meeting location at FEA Kinoya Depot)**

Time of meeting: **9am**

Tender Closing date - **4th of March 2015**

Bidders are advised that site visit is a mandatory requirement to qualify for the tender evaluation process.

3. Commencement and Completion of Works

Latest date for commencement of the works: **7** days from issue of LPO.

Date for final completion of the works: **120** days from issue of LPO.

4. Project Supervision

For the purpose of supervising the contract on behalf of the Authority, references in the General Conditions to the Authority shall include the Unit Leader Distribution Central or his designated officer. The Project Manager shall be the Unit Leader Distribution Central and the Project Engineer shall be the Distribution Engineer Central. The Project Supervisor shall be assigned prior to the Induction.

5. Insurance

- | | | |
|-----|-----------------------|------------|
| (a) | Contractor's risk | \$500,000. |
| (b) | Public Liability | \$500,000. |
| (c) | Worker's Compensation | \$250,000. |

The contractor shall indemnify FEA against any claims for liability, injuries, losses, damages etc that may arise during the execution of the works.

6. Liquidated and ascertained damages

Agreed liquidated damages (LDs) shall be payable by the Contractor for failure to achieve the required **Time of Completion as per clause 3** or by any extended time allowed by the FEA. The Agreed liquidated damages will be \$200.00 per day of delay.

Any extension of time will be agreed upon by The Project Manager and the Contractor. Such extension of time will be reduced in writing and communicated to the Contractor by FEA.

7. Defects Liability period

Defect liability period shall be 6 months from the completion of the work.

B. SECOND SCHEDULE

1.0 General

This specification covers the installation of wooden poles at Waivou village, Burebasaga village, Nabitu village and Vunisinu village, Nausori as per attached Drawings under conditions of Contract attached herein.

2.0 Scope of Work

Work involved in this contract is broadly classified into six phases:

- i. Transportation of material
- ii. Pole dressing, erection stays etc.
- iii. Stringing of conductors
- iv. Installation of earthing, stays etc.
- v. FEA Assets ID (pole number etc.)
- vi. Completion of work

2.1 Phase One – Transportation of Material

The first phase comprises of the following works:

Transportation of all material to the jobsite from FEA Depot

2.2 Phase Two – Pole dressing, erection, stays etc.

This phase of the contract involves the dressing and erection of poles, the installation of stays, etc

2.3 Phase Three – Stringing of Conductors

This phase involves the stringing of conductors to FEA standards, their binding, sagging etc.

2.4 Installation of earthing, dressing etc.

This phase involves the installation of earthing, dressing etc. to FEA standards.

2.5 Marking of Pole ID

This phase involves the marking of pole IDs as per FEA standards

2.6 Completion of Work

This phase involves clearing of all materials from the site and scrap all the old wooden poles etc. Site should be left in a very clean condition.

C. CONTRACTOR REQUIREMENTS

Service Mains

- Identify all Service Mains that need to be removed
- Remove all service mains prior to the replacement of the poles.
- Connect all service mains to the service cross arms as per prior the installation.
- Layout the Permit for FEA inspectors to inspect the service mains.

NOTE:

- In case the service main is short, the contractor should replace the service main.

- a) **Tender Bid** – Contractor shall submit a firm bid clearly indicating a lump sum VIP price.
- b) **Site Visit** – Contractor shall participate in a site visit which is compulsory. Bids from tenderers who do not participate in the site visit shall be disqualified.
- c) **Standards** – All maintenance work shall be in compliance with FEA Substation Maintenance Policy.

- d) **Safety Plan** – The tender bid shall include a Safety Plan that will be evaluated by the FEA’s HSE Unit. Tender bids with incomplete, unacceptable, or without a Safety Plan will not be considered for award.
- e) **Safety Record** – Tender bid shall include a brief report on Safety performance over the last two years. The report shall include all incidents and accidents.
- f) **Sub-contracting** – Subcontracting shall not be permitted, except where this is specifically presented in the tender bid, and only upon approval by FEA. Subcontractors shall be required to fulfil all requirements as if they were the contractor.
- g) **Scope of works** - Work involved in this contract is broadly classified into two phases, and progress payments shall be processed accordingly.
 - i) Re build Fencing
 - ii) Vegetation Management
 - iii) Rebuilding of gate
 - iv) Install 2 feet barbed wired fence above chain link
- i) **Contact** - Contractor shall have a valid postal address, Office phone/fax/e-mail contact. The Principal shall be available by mobile phone at any time.
- j) **Work Program** - Contractor shall submit a work program before starting of project. This shall be part of the contract. Work shall commence within seven (7) days after receiving an official FEA Local Purchase Order.
- K) Training** – Contractor shall ensure his employees have attended FEA Safety Manual Training and Pole Top Rescue Training at least once in the past 6 months, and records of this shall be submitted with the tender bid. In the event that the training has not been carried out, the Contractor shall ensure these training are carried **PRIOR** to induction for new project.
Copies of training records and valid certificates shall be provided with the tender. Bids without these documents will be disqualified.
- L. Ground condition** – Contractors are to note that sub-soil comprises soapstone and could contain other services like Telecom Fiji Ltd, Water & Sewerage, etc.
- M. Lineman** – Contractor shall ensure that the project has one Certified lineman and 3 registered Trainee Line Workers/ Linemen working on the project on a full time basis.
Records of these personnel shall be submitted with the tender bid.

N. Invoicing – Contractor shall submit details of work completed to allow prompt approval of invoice.

O. Safety Induction - A Safety induction must be conducted before commencement of any maintenance work. ***Contractor shall ensure that all employees who work on the project attend the Safety Induction. All contractor employees are to present a valid company ID card clearly showing a current photo, employee name, employee date of birth and employee job description.***

P. Instruction to Commence Work - Contractor shall NOT commence work on site unless an “Instruction to Commence Work” has been received from the Project Manager.

Q. Signboards - One signboard (6’X 4’) must be erected at the start of the works and one at the end of the works clearly stating :

<p style="text-align: center;">DANGER</p> <p>PROJECT: POWER LINE MAINTENANCE – [Description of project]</p> <p>CONTRACTOR:</p> <p>POWERLINE MAINTENANCE WORK.</p> <p>Driver please reduces speed.</p> <p>Pedestrians please use other footpath/side of road</p> <p>THANKS</p>
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R.Accident Reporting – All accidents and incidents shall be reported immediately to FEA using approved forms available in the FEA Safety Plan Template, or equivalent.

S. Project Updates - Contractor shall meet with FEA Project Manager, Project Engineer and Project Supervisor on a weekly basis to discuss project progress and bottlenecks. These meetings shall be minuted for records, and circulated to the

appropriate stakeholders.

- T. Vegetation clearing** – Vegetation clearing shall be in accordance with FEA Vegetation Management Policy. Vegetation, which at a mature height will exceed 2m in height and will be within falling distance from the FEA lines are to be removed. ***Vegetation debris shall be disposed off neatly at a location agreed to by FEA. No debris shall be left by the roadside, or blocking drains.***
- U. Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
- V. Consent for Vegetation clearing** – no vegetation shall be cleared unless specific instruction to do so has been received from the Project Supervisor. Notwithstanding this, the contractor shall inform the tree owner that he is required to clear the tree, and shall obtain the owner's confirmation that he has given FEA his consent to remove the tree, prior to proceeding with cutting the tree.
- W. Fires** – No fires are to be lit at jobsites for the purpose of clearing vegetation or vegetation debris.
- X. Damage to property** – The Contractor shall ensure that there is no damage to roadways, footpaths, drains, water-courses, properties and other services. The Contractor shall make good to the satisfaction to the owner any damage caused by the contractor.
- Y. Portable signboards** - Portable signboards must be placed at 50m intervals.
- Z. Traffic and Pedestrian Control** – The Contractor shall ensure that there is minimum disruption to the flow of traffic and pedestrian. FEA procedures on Traffic Control and Pedestrian Control shall be diligently exercised.
- AA. Worksite protection** - Bollards/cone must be placed at 10m intervals.
- BB. Jobsite Safety Assessment** - Contractor to carry out Jobsite Safety Assessment daily, and as and when required, and submit these to FEA on a weekly basis.
- CC. Contractor HSE Compliance** - Contractor shall comply with FEA/Contractor HSE Manual at all times.

- DD. Defects Rectification** – The contractor shall rectify all defects within seven (7) days as per contract.
- EE. Project completion** – The contractor shall complete work on time as per contract.
- FF. Project progress** – If the Contractor fails to proceed with the works with reasonable diligence or suspends the works or refuses to comply with the reasonable direction from FEA by reason of which the works are materially affected and any such default continues for a period of seven (7) days after the issue of written notice, FEA may itself call any other person to complete the works at the Contractor's risk and expense.
- GG. FEA/Contractor HSE Manual** - Contractor shall comply with FEA/Contractor HSE Manual at all times.

D. FEA Requirements

- FEA Project Supervisor shall obtain Road/footpath opening permits.
- FEA Project Engineer shall obtain clearance from Municipal Council, Telecom Fiji Ltd, Water Supply Department, and Sewerage Department.
- FEA's HSE Unit shall vet Safety Plan submitted by Contractor and approve after queries clarified by Contractor.
- FEA Project Engineer shall ensure that any FEA underground mains on the jobsite is clearly located, marked and identified to the Contractor.
- FEA Project Engineer shall submit to the Project Manager all necessary approval documentation from Municipal Council, Fiji Roads Authority, Telecom Fiji Ltd, Water Supply Department and Sewerage Department. Upon receipt of these approvals, and the approved Safety Plan, the Project Manager shall issue an "Instruction to Commence Work" to the Contractor.
- FEA Project Supervisor and Project Engineer shall carry out regular site inspections to ensure compliance with HSE requirements, and submit Safety Visit Reports of the visit.
- FEA Project Supervisor and Project Engineer shall issue Non-Conformance Report if required, and follow up for verification of implementation of Action Items arising out of the Non-Conformance Report.

E. PAYMENT SCHEDULE

Payment shall be made as per payment schedule:

Phase	Description	Percentage payment
1	Material Transportation to worksite	10%
2	Pole dressing, erection, stays, etc	50%
3	Conductor Stringing	10%
4	Testing and Commissioning	20%
4	Retention	10% to be released after 6 months pending zero defects.

F. GENERAL INFORMATION

1	Name and Address of the Bidder:	
2	Contacts:	
3	Telephones:	
4	Fax:	
5	E-Mail:	
6	Mobile No:	
7	Name of Chief Executive Office and Telephone No:	
8	Sales Tax/Commercial Tax/CST nos.	
9	Service Tax No.	
10	Income Tax No.	

Note: Separate sheets may be attached wherever necessary.

Signature of the Bidder

With stamp and date

17. Submission of tenders

Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at 4:00pm, on Wednesday 4th of March, 2015.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 32/2015 – Maintenance of Distribution Powerline

The Secretary, Tender Committee
Fiji Electricity Authority

Supply Chain Office

Private Mail Bag, Suva

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse of the envelope. (Bids via e-mail or fax will not be considered).

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587.**