



Tender Number: MR 136/2015

Tender Name: PROVISION OF DEPOT UPKEEP/SERVICE FOR SUVA HEAD OFFICE, KINOYA HFO TANK AREA, NADI, QELELOA, RAKIRAKI ROKOBILI, LABASA, CAWAIRA, SAVUSAVU AND KOROVOU, DEUBA

SCOPE FOR UPKEEPING SERVICE

Fiji Electricity Authority hereby seeks a suitably experienced grass cutting contractors to provide the upkeep/service for Head Office, Navutu and Kinoya Depot Nadi, Qeleloa, Sigatoka, Tavua, Rakiraki, Rokobili, Korolevu, Labasa, Cawaira, Savusavu and Korovaou.

- 1. Initial Area Inspection** - The Contractor shall make a thorough initial inspection of each site.
- 2. Access to facilities** - Unless otherwise restricted by the Department, Contractor's employees will have access to all locations. Contractor employees shall be subject to the FEA's site's security procedures.
- 3. Cutting Frequency** – twice per monthly basis for each location, 1st round of grass cutting to be scheduled on 15th every month and the second cutting to be scheduled on 30th every month. The selected contractor shall submit the service schedule dates for the whole year. The grass cutting is to be carried between 7.30 a.m. to 4.00p.m.
- 4. Service Report Sheets** - The contractor to provide the service report sheets for all FEA the site and must notify the Property Officer one (1) day in advance before the grass cutting.
- 5. Emergency Services** - Special or emergency service shall be requested in exceptional circumstances. The contractor shall be prepared to respond to such a nonscheduled request within two (2) hours (Monday – Friday) of the receipt of the request.
- 6. Identification** - All contractors' employees shall wear proper identification cards when entering FEA premises and if any technicians are without any proper identification will not be allowed into the premises.
- 7. Equipment** - The Contractor shall supply all equipment needed to provide service. These may also include ladders, chainsaws to reach all service areas. The brush cutter to be fitted with spark arrestors. At no time shall the contractor use FEA equipment or tools.

- 8. Uniform & Protective Clothing** – All contractor personnel working in or around the building shall wear distinctive uniform clothing. All contractor personnel must have proper identification card while on the site. The contractor shall provide the protective items required for the performance of the work. Protective equipment, clothing, devices shall conform to the requirements of Fiji Occupational Safety & Health Administration (OHSA) standards for the products used.
- 9. Fees** – The contractor shall bill FEA after each cut and shall be payable within thirty (30) days from the date of invoice.
- 10. FEA Contact Person** – The FEA contact person for all communications and decisions are the Property Officers and the Unit Leader Strategic Procurement, Inventories & Properties. The contact person for western and northern division will be the Property Officer West and for the central division will be Property Officer Central.
- 11. Cooperation with Other Contractors** - Contractor's personnel shall not commit any act which will interfere with the performance of work by any other contractor or by the FEA.
- 12. Waste Disposal** – The contractor shall be responsible for all the waste generated during the course their work. No hazardous material are to be placed on the FEA’s Disposal Bin located on FEA property. All wastes are to be disposed with accordance to the rules and regulations of the Department of Environment. All the costs of disposal to be borne by Contractor.
- 13. Insurance Requirements** – A certificate of insurance is required to be submitted to the FEA verifying that the contractor maintains Workman’s Compensation, Public Liability and Contractors All Risk Cover in the minimum amount required by FEA. 10 days after the award of bid or prior to the commencement of the work, whichever occurs first. The requested certificate shall have the FEA named as the additional insured party for general liability, automobile and worker’s compensation.
- 14. Term of Contract** – the term of contract is for one (1) year and after initial term of one year. The contractor will be notified 30 days prior to the expiring of the contract. FEA reserves the right to terminate contract if the service provided is not satisfactory.
- 15. Tobacco/Alcohol/Drug Free Environment** – FEA maintains tobacco, alcohol, drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites.
- 16. Contractor shall be financially responsible for obtaining all required necessary licenses and bonds to comply with regulations, and municipal, country laws, and shall assume liability for all applicable taxes.**

17. Contractor shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by FEA. Workers shall act appropriately and professionally at all times. Offensive language or actions are not acceptable. The FEA shall have the absolute right to require replacement of any employee the FEA deems objectionable to work on FEA premises.
18. Contractor to allow for all safety signs and portable work barriers to isolate work areas while carrying out work. Providing all “work in progress” and all safety directional signage.
19. Proposing a work plan to demonstrate organization and record satisfactory completion of work.
20. The successful bidder to submit timetable for grass cutting and resource plan to encompass the full scope of work.
21. Any work that deals with working on heights will need specific written approval by FEA authorized officers.
22. All the staff s of the selected contractor will undergo Contractors Site Induction conducted by FEA and any new staff will report to the Property Section of Supply Chain for the Induction prior to commence work.
23. The bidders have the option to bid for any selected or preferred location.
24. **Site Visits – Please note the bidders will have to provide their own transportations for the site visits.**

No	Site	Site Visit Date	Site Visit Time	Contact Person	Phone
	Central				
1	Head Office Suva	01/09/2015	09.00 am	Abdul Nasim	9991587
2	Rokobili	01/09/2015	10.00 am	Abdul Nasim	9991587
3	Kinoya HFO Tank Area	01/09/2015	11.00 am	Abdul Nasim	9991587
4	Korovou	01/09/2015	12.30 pm	Abdul Nasim	9991587
5	Deuba	02/09/2015	8.30 am	Abdul Nasim	9991587
	Western				
6	Nadi	02/09/2015	11.30 am	Rajend Kumar	9273502
7	Qeleloa	02/09/2015	12.30 am	Rajend Kumar	9273502
8	Rakiraki	02/09/2015	04.30 pm	Rajend Kumar	9273502
	North				
9	Labasa	03/09/2015	09.00 am	Shahbaz	9911588
10	Cawaira	03/09/2015	10.00 am	Shahbaz	9911588

11	Savusavu	03/09/2015	2.30 pm	Shahbaz	9911588
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SCOPE OF WORKS

SUVA HEAD OFFICE

All the lawn areas within the premises and 1m outside the fence are covered.

The work required by the FEA is as follows:

Daily Tasks

1. Maintain and clean footpaths & walkways.
2. Raking of lawns.
3. Handpicking of rubbish and any debris from all lawns and gardens.
4. Removing fallen dead leaves under trees.
5. Cleaning of car park areas.
6. Maintaining the flower gardens
7. All tasks to be all complete between 8a.m. To 12.00 p.m. midday.
8. Clearing creepers from parameter fence
9. Cutting of shrubs and grass from the cliff area
10. Cleaning and clearing of all drainage

Weekly Tasks

1. Maintain side and back lawns including grass cutting, handpicking of weeds in uncut areas and raking of cut grass.
2. Clearing of surrounding drainage system.
3. Maintain gardens to clear all weeds and ensure that plants are healthy.
4. Clean and sweep all paved areas including staff and customer car parks (to be done after hours).
5. Clear out all waterways and drainage areas and remove gratings where applicable.
6. Maintain landscape and plants throughout property including trimming.
7. Keep all signs clean
8. Ensure all the waste bins empty on time.
9. Inspect entire property and report any minor repairs or cleaning required to the Property Officer.
10. Clean guardhouse at staff entrance.
11. Ensure railings and columns are wiped clean

NADI, QELELOA, RAKIRAKI, ROKOBILI, KOROLEVU, LABASA, CAWAIRA, SAVUSAVU, KOROVOU, KINOYA HFO TANK AREA.

SCOPE OF WORKS

The work required by the FEA is as follows:

1. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
2. Cut and clear all drains and culverts along and inside the Work Area and outside the boundary and to clear the same.
3. To remove creepers along the fence at the Work Area and spray weed killer in the areas that are not accessible to the brush cutters such as pole yard and transformer yard.
4. The Contractor must also cut 1m away from the boundary fence allowing the boundary to be visible.
5. All rubbish, refusal and debris amassed shall be cleared immediately after grass, creepers, reeds and other vegetation have been cut and put into bins provided by the Contractor.
6. Ensure all storm water drains is free from vegetation and silt deposits.
7. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
8. Report any defect on fence or any other issue relating to risk and safety.
9. Spraying of weed killer in the areas that are not accessible to brush cutters.
10. Deuba Power Station – additional scope is Vegetation Clearing and cleaning of culvert and drains on a quarterly basis.

Price Template for Grass Cutting for Generation Sites

ITEM	ITEM DESCRIPTION		UNIT PRICE/CUT	TOTAL ANNUAL PRICE
1	Kinoya HFO Tank Farms			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
2	Korovou Power Station			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
3	Rokobili Depot			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
4	Debua Power Station			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
	Access road grass cutting and cleaning (2 cuts per month)	Monthly		
	Vegetation clearing and cleaning of culvet and drains (4 times per annum)	Quarterly		
5	Nadi Power Station			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
6	Rakiraki Power Station			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
7	Qeleloa Power Station			
	Grass cutting, clearing and cleaning of storm water drains (2 cuts per month)	Monthly		
	TOTAL (VEP)			
	VAT 15%			
	TOTAL (VIP)			

TENDER CHECK LIST

(To be filled and accompanied with the Tender Proposals/Documents)

Tender Specification Form

Tender Number _____

Tender Invitation and Acceptance Terms & Conditions of the Tender

The following information has to be filled by the bidder and submitted with Tender Documents:

1. Company Name: _____
2. Director/Owner(s): _____
3. Postal Address: _____
4. Phone Number: _____
5. Fax Number: _____
6. Office Location: _____
7. TIN Number: _____
8. Company Registration Number: _____
9. FNPF Employer Registration Number: _____
10. Number of Branches & locations: _____
11. Years of Experience: _____
12. Area of Services Interested In: _____

I declare that all the above information is correct.

Name: _____ Position: _____ Sign: _____

Date: _____

Information required for this Tender Check List *(Please Tick & Enter the page number of the Submission)*

- | | |
|---|----------------|
| <input type="checkbox"/> Company Profile (Including Director(s) Owner(s)) | Page NO. _____ |
| <input type="checkbox"/> Certificate of Business Registration | Page NO. _____ |
| <input type="checkbox"/> Business License | Page NO. _____ |
| <input type="checkbox"/> Technical License | Page NO. _____ |
| <input type="checkbox"/> Vat Registration & TIN Letter | Page NO. _____ |
| <input type="checkbox"/> FNPF Registration Number | Page NO. _____ |
| <input type="checkbox"/> Member of Professional Board/Institute | Page NO. _____ |
| <input type="checkbox"/> Evidence of Professional Indemnity Cover | Page NO. _____ |
| <input type="checkbox"/> Evidence of Public Liability Insurance Cover | Page NO. _____ |
| <input type="checkbox"/> Evidence of Contractor's All Risk Insurance Cover | Page NO. _____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO. _____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference | Page NO. _____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff
<i>(Key Employee Profile. Curriculum Vitae....etc)</i> | Page NO. _____ |
| <input type="checkbox"/> Cost Proposal | Page NO. _____ |
| <input type="checkbox"/> Description & Quality of Product/Service | Page NO. _____ |
| <input type="checkbox"/> Price Validity of Product/Service | Page NO. _____ |
| <input type="checkbox"/> Warranty/Guarantee of Product/Service | Page NO. _____ |
| <input type="checkbox"/> Other Information Regarding this Tender | Page NO. _____ |

To be filled and accompanied with the Tender Proposal Documents

Lodgment of Tender

Each tender shall be sealed in an envelope with:

- a) The envelope bearing only the following marking:
 - The Secretary ,Tender Committee
Fiji Electricity Authority
Supply Chain Office
Private Mail Bag
Suva
 - Tender Number
 - Tender Name
- b) It must also indicate the name and address of the Tenderer.

All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse will be returned to the Tenderers unopened.

Please contact the FEA Supply Chain Office in Suva on phone **3224 360** for any clarifications.