



FIJI ELECTRICITY AUTHORITY

BIDDING DOCUMENT

MR152/2015

**DESIGN, BUILD, CONSTRUCTION and
DEVELOPMENT OF**

NAWAI SUBSTATION

CIVIL CONSTRUCTION

INVITATION FOR BIDS

Date: 26th September, 2015

Tender No: MR152/2015

The Fiji Electricity Authority ("the Employer") invites sealed bids from eligible civil Construction bidders for Engineering Design-build, Construction, Development and completion of a new 33kV/11kV NAWAI Substation in the Western region of the main island, Vitilevu. All works shall be undertaken to Fiji Building Code, NFA Requirements, IEC/BS/ASNZ standards.

Bidders may obtain further information from, and inspect and acquire the bidding documents, at

NAWAI Substation – CIVIL CONSTRUCTION

Tuvitu Delairewa

General Manager Commercial

2 Marlow Street,

Suva, FIJI.

Phone: 679 3224 185

Facsimile: 679 331 1882

Email: TuvituD@fea.com.fj

A mandatory site visit is scheduled at 1.00p.m on Tuesday 29th September, 2015 at proposed NAWAI Substation.

All bids must be delivered to Tuvitu Delairewa, General Manager Corporate Services, 2 Marlow Street, Suva, Fiji, Phone: (679) 3224 185, Facsimile: (679) 331 1882 Email: TuvituD@fea.com.fj at or before 1600 hours Fiji Local times on Wednesday, 14th October, 2015

Instructions to Bidders

1. Scope of Bid	The Fiji Electricity Authority (hereinafter referred to as "the Employer"), wishes to receive bids for full Turnkey design-build, Supply, Construction and Development – CIVIL Construction only , and completion of NAWAI substation as defined in these bidding documents (hereinafter referred to as "the Works"). The successful bidder will be expected to complete the Works within 3 months from the date of commencement of the Works.
2. Eligible Bidders	<p>This Invitation to Bid is open to bidders who have sound financial background and have previous experience in handling such turnkey projects.</p> <p>Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer as the Employer shall reasonably request. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent.</p>
2. Eligible Materials, Equipment and Services	The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies from various countries and all expenditures made under the Contract will belimited to such materials, equipment, and services. At the Employer's request, bidders may be required to provide evidence of the origin of materials, equipment, and services.
3. Qualification of the Bidder	To be qualified for award of Contract, bidders shall submit proposals regarding work methods, scheduling and resourcing which shall be, provided in sufficient detail to confirm the bidders capability to complete the works in accordance with the specifications and the time for completion.
4. Cost of Bidding	The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs.
5. Site Visit	The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for the design-build and completion of the Works. The costs of visiting the Site shall be at the bidder's own expense. The pre-bid meeting is scheduled on Wednesday 30 th September at 11am proposed NAWAI Substation site. Queens Road, main road, beside Nawai Police Post.
6. Sealing and Marking of Bids	<p>The bidder shall seal the original copy of the technical proposal, the original copy of the price proposal and each copy of the technical proposal and each copy of the price proposal in separate envelopes clearly marking each one as: "ORIGINAL-PROPOSAL", and "COPY PROPOSAL", etc as appropriate. The bidder shall seal the original bids and each copy of the bids in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL" and "COPY". The inner and outer envelopes shall be addressed to the Employer at the following address: Tuvitu Delairewa</p> <p>General Manager Corporate Services 2 Marlow Street, Suva, FIJI. Phone: 679 3224 185 Facsimile: 679 331 1882 Email: TuvituD@fea.com. Fj</p> <p>And</p> <p>bear the following identification:</p> <ul style="list-style-type: none">• Bid for: NAWAI SUBSTATION – CIVIL Construction• Bid Tender Number: MR 152/2015• DO NOT OPEN BEFORE Wednesday, 14th October, 2015
7. Deadline for Submission of Bids	Bids must be received by the Employer at the address specified above no later than 1600 hours (Fiji Time) Wednesday, 14th October, 2015. The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.
8. Late Bids	Any bid received by the Employer after the deadline for submission of bids prescribed in Clause 23 will be rejected and returned unopened to the bidder.

9. Modification and Withdrawal of Bids	<p>The bidder may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by the Employer prior to the deadline for submission of bids.</p> <p>The bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 22, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate. A withdrawal notice may also be sent by fax but must be followed by a signed confirmation copy.</p> <p>No bid may be modified by the bidder after the deadline for submission of bids.</p>
10. Employer's Right to Accept any Bid and to Reject any or all Bids	<p>Notwithstanding Clause 34, the Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.</p>
11. Notification of Award	<p>Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by fax, confirmed by registered letter, that its bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall name the sum which the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Price"). The notification of award will constitute the formation of the Contract.</p> <p>Upon the furnishing by the successful bidder of a performance security, the Employer will promptly notify the other bidders that their bids have been unsuccessful</p>
12. Signing of Contract Agreement	<p>At the same time that he notifies the successful bidder that its bid has been accepted, the Employer will send the bidder the Form of Contract Agreement provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Form of Agreement, the successful bidder shall sign the Form and return it to the Employer.</p>
13. Corruptor Fraudulent Practices	<p>The Employer requires that the Contractor observe the highest standard of ethics during the procurement and execution of such contracts. In Pursuance of this policy, the Employer:</p> <ul style="list-style-type: none">(a) defines, for the purposes of this provision, the terms set forth below as follows:<ul style="list-style-type: none">(i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition;(b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; <p>Furthermore, bidders shall be aware of the provision stated in Sub-Clause 1.16 and Sub-Clause 15.5 of the Conditions of Contract, Part II - Conditions of Particular Application.</p>

Employer's Requirements – Scope of Works

SCOPE OF WORKS

GENERAL DESCRIPTION

NAWAI Substation is a new Greenfield substation with land area of 1,946m². The Contractor shall be responsible for Civil Part - Design-Build, Construction and Development of the 33kV/11kV substation control Switchgear / Battery Bank / SCADA building, fence/gate and Transformer pad/Firewall/Bund, Driveway, weed mat and crushed metal earthing and lightning foundations and meet Fiji Building code, National Fire Authority (NFA) code and Electrical IEC/BS/AS/NZ standards.

GEOTECHNICAL STUDY

A detailed geotechnical study is to be conducted on the identified site to determine feasibility for the construction of two transformer pads, Substation Building, access road, fence, bund walls, fire walls, casting of HV cable trenches, laying of earth mat and laying HV cable conduits as shown on layout drawing.

1. The study shall be undertaken by a qualified geotechnical engineer. The said engineer will be tasked with the responsibility of undertaking the geotechnical investigations and providing the necessary geotechnical design parameters that will be used for foundation design and construction.
2. Samples shall be taken from a minimum of twenty (20) borings to determine soil bearing capacities. These shall be tested to determine the physical and chemical characteristics of various strata and of the ground water. A safe bearing capacity shall be determined for the purpose of foundation design.
3. A report of the investigation and study carried out shall be submitted. This will serve to clearly inform of the current suitability of the on-site materials for construction of the new transformer yard and building accounting for a total designed load of 80 Tons per transformer. The study will clearly advise on the site's ability to hold up without fail the combined installation load on the green patch and issue recommendations on type of foundation design.
4. The report must also serve to clearly inform the employer of any remedial works that will need to be undertaken so as to ensure the suitability of the site to hold up for the transformers without fail for its projected 60 years' of service life. Detailed excavation work specifications and drawings for all remedial works shall be submitted together with the report.
5. The employer's written approval is to be given prior to commencing of any remedial earth works.
6. The safe bearing capacity of the sub-strata may be modified at the final design stage when the full site survey and investigation have been completed and the final layout, structural details etc. agreed. No variation in contract price will be made due to any variation in the bearing capacity leading to modification of foundation design at the final design stage. Special attention shall be paid to the ground water table and chemical composition of the ground water and soil in the substation area.
7. The following shall be considered as a minimum requirement, assuming uniform conditions over the Site. This shall be extended if significant inconsistencies arise.
 - a) Depth of boreholes shall be continued up to bedrock if it does not meet the hard stratum of N-value more than 50.
 - b) Borehole records shall describe and indicate level of all soils encountered and indicate the natural water table level. Rock core records shall specify total core recovery, solid core recovery and quality of the rock cored.
 - c) Where applicable, samples of soil shall be obtained from all soil strata or at 2 meters intervals in a single stratum and tested to determine physical and chemical properties, particularly with respect to substances, which would react with concrete or other materials to be used for the foundation works.
 - d) Where applicable, in situ soil tests shall be completed for all soil strata or at 2 meter intervals in a single stratum. Standard Penetration test in non-cohesive soils, field vane tests in sensitive cohesive soils.
 - e) Ground water samples shall be obtained from each bore-hole and tested in accordance with approved practice.
 - f) Electrical resistivity of the soil shall be verified on four samples, in accordance with approved practice (IEEE 80-2004 : IEEE Guide for Safety in AC Substation Grounding).

Site Clearing

- a. Cutting and removing all trees & shrubs. Dispose in discussion with the respective Municipality
- b. Removal of Big trees, shrubs and boulders. Dispose in discussion with the respective Municipality

Site formation and up keeping

- a. Cutting and filling earth.
- b. Formation levels shall be approved by Employer's Representative.
- c. The Substation shall be raised to 1500mm above ground Level (GL)

- d. Concrete retaining structures
- e. Concrete retaining walls, thickness minimum 200mm and raised 600mm above GL
- f. Rubble pitching work

Landscaping

- a. As required for the layout complete with concrete and screened crushed metal with weed mats as per IEC/BS electrical standard. The thickness shall be determined from the earthing studies.
- b. AS/NZ Weed control mat entire substation perimeter suitable for Substation weed management.

Surface Chipping

- a. Area covered by the earth mat.

FILLING & REINSTATEMENT - The Contractor shall get approval for the filling material and method of construction before the commencement of work.

- a. Where excavations whether in rock or other material, are made to a greater depth than detailed, the intervening space shall be brought up to the proper level in plain concrete at the Contractor's expense.
- b. Any formation encountered in the excavations which is not sufficiently strong to carry the loads which will be imposed on it, shall be excavated to an adequate load bearing stratum and replaced with mass concrete.
- c. Unless otherwise described, directed or permitted, imported filling shall consist of pervious naturally occurring material, free from mud, silt, clay, peat, vegetable or injurious matter and water soluble salts harmful to copper and other metals. Filling shall be imported only from approved areas.

Electricity, Water, Gas and Other Services

The Contractor shall at his expense, provide all electricity, water, telecommunication, gas and other services necessary to execute and complete the Works on site. Prevailing tariff and service connection procedure shall be applicable.

CONSTRUCTION OF EARTH GRIDS

The earth grids shall be of hard drawn high conductivity copper conductor, and shall be installed at a depth approved by the Employer's Representative below the ground level, at least 1m below ground level. After the construction of footings and foundations the area shall be backfilled. ERICO Cadweld shall be used where two earth copper wires or copper bars are to be joined. Connections for the transformer neutrals shall be also provided. The earth grid shall be at least **500m in route length**. The Contractor shall make facility for the earth links to the entry of the building, earth boundary perimeter fence 1 m outside the fence, transformer pads, building ect.

EARTHING POINTS

The number of earthing points shall be verified by Site earth resistivity tests after the letting of the Contract. Each will consist of at least 25mm diameter copper rod electrodes, driven into undisturbed soil. Each electrode will be complete with approved non-ferrous clamps for the connection of earthing conductors and with a hardened steel tip and cap driving by means of a power hammer. Test link chambers and covers for each earthing point are to be provided and the Contractor for the approval of the Employer's Representative shall submit a drawing showing the proposed arrangement.

11kV/433V AUXILIARY TRANSFORMER – 100kVA

1. **AUXILIARY TRANSFORMER PADS** - Transformer pads shall be designed to accept a total transformer weight of 5 Ton transformer.

The top transformer pads shall be constructed to dimensions 2000 x 2000 X 200mm (LXWXH). The Contractor shall ensure that the pad dimensions are sufficient to cover the transformer base footprint and all cable conduit stub-ups.

The main bottom bund pad shall be 3m length X 3m wide X 300mm depth

The Contractor shall ensure that the transformer pad surface is levelled to a maximum deviation of ± 3 mm. The Contractor's engineer shall satisfy himself with the levelling of the two transformer pads.

The contractor to place 100mm PVC/PVC conduits X 7 pieces for the 11kV/433V cables

The contractor to place 50mm PVC/PVC conduits X 2 pieces for the 110V DC cables

The contractor to place 50mm PVC/PVC conduits X 2 pieces for the Transformer earthing

The positioning shall be given by FEA. Each conduit length shall be minimum 20m per route length

2. **11kV/433V AUXILIARY TRANSFORMER BUND WALL** – The transformer bund base shall be surrounded by a low enclosing bund wall designed to a maximum 600mm height which shall account for 115% of the total oil storage capacity of each transformer.

READY MIXED CONCRETE – 30MPA Ready-mixed concrete shall be provided as defined in BS 5328, which batched off the Site, may be used only with the agreement of the Employer's Representative and comply with all requirements of the Contract.

- a. The concrete shall be carried in purpose made agitators operating continuously, or truck mixers. The concrete shall be compacted and in its final position within 20 minutes of the introduction of cement to the aggregates, unless a longer time is agreed by the Employer's Representative. The time of such introduction shall be recorded on the delivery note together with the weight of the constituents of each mix.
- b. When truck-mixed concrete is used, water shall be added under supervision, either at the Site or at the central batching plant, as agreed by the Employer's Representative but in no circumstances shall water be added in transit.
- c. Unless otherwise agreed by the Employer's Representative, truck mixer units and their mixing and discharge performance shall comply with the requirements of BS 5328 part 3.
- d. For each pouring, a set of 3 samples shall be tested. The cubes shall be made, cured, stored, transported and tested in compression in accordance with BS 1881. The test shall be carried out in a laboratory shall be approved by the Employer's Representative.
- e. For each of these batches 3 cubes shall be made and one tested at 7 days and 2 at 28 days to determine the likely effect of error in dispensing.
- f. The concrete shall be carried in purpose made agitators operating continuously, or truck mixers. The concrete shall be compacted and in its final position within 1 hour of the introduction of cement to the aggregates, unless a longer time is agreed by the Employer's Representative. The time of such introduction shall be recorded on the delivery note together with the weight of the constituents of each mix.
- g. When truck-mixed concrete is used, water shall be added under supervision, either at the Site or at the central batching plant, as agreed by the Employer's Representative but in no circumstances shall water be added in transit.
- h. Unless otherwise agreed by the Employer's Representative, truck mixer units and their mixing and discharge performance shall comply with the requirements of BS 5328 part 3. Earthing & Auxiliary Transformer Shall be Reinforced concrete.

OIL SEPERATOR PIT shall be provided to prevent pollution of streams, ground water, irrigation ditches and other watercourses by leaking or ejected oil. Transformer shall be protected from the potentially damaging consequences of a catastrophic failure in any of the transformers by providing 2m high X 150mm thick firewalls between adjacent transformer and building. Fire precautions shall be provided for the extinguishing of burning transformer oil.

The concrete oil pits shall be connected by oil pipes and discharge the oil or water in to an oil separator, which should be equipped with oil, and water removing pump. Oil resisting paint shall be applied inside the concrete oil pit.

LIGHTNING PROTECTION FOUNDATION

Lighting Protection foundation pads shall be designed to accept a total weight of 5 Tons per Steel lighting mast. The two (2) pads shall be constructed to dimensions 1500 x 1500 X 1000mm (LxWXH);

The Contractor shall ensure that the transformer pad surface is levelled to a maximum deviation of ± 3 mm.

Contractor shall ensure the base compaction of 95% is achieved prior to the concreting

The contractor to place 50mm PVC/PVC conduits x 2 pieces for the Lighting Mast.

SUBSTATION SWITHGERAR, BATTERY BANK, SCADA and STORES BUILDING

Outside Cable Trenches & Ducts

1. Provision shall be made for all 4 sets future cables.
 2. The trench shall be 1.5m deep and 1.5m wide with concrete top or option of direct buried ducts.
 3. The trench shall be extended from the building to the main entry fence boundary as per FEA
 4. The cable trench shall be from inside the 11kV building to the exit points of the boundary fence. The trench shall have at least 4 ladder racks for cables.
- b. 415V concrete cable trench **outside** the building
1. Provision shall be made for all 2 sets future cables.
 2. The trench shall be 500mm deep and 500mm wide with concrete top.
 3. The concrete top shall be precast concrete slabs 1.5mx500mmx100mm and shall be used as a walkway.
 4. The trench shall be extended from the building to the main entry fence boundary as per FEA
- c. Fibre cables concrete cable trench **outside** the building

1. Provision shall be made for all 2 sets future cables.
2. The trench shall be 200mm deep and 200mm wide with concrete top.
3. The concrete top shall be precast concrete slabs 1.5mx500mmx100mm and shall be used as a walkway.
4. The trench shall be extended from the building to the main entry fence boundary as per FEA
- d. 33kV concrete cable trench **inside** the building as per drawings to accommodate the Siemens switchgear mounting and entries of cables. The trench walls shall be 200mm thick. There are 8 walls to be built for 6 circuit breakers.
- e. 11kV concrete cable trench **inside** the building as per drawings to accommodate the switchgear mounting and entries of cables and Control Rital Panel. The trench walls shall be 200mm thick.
- f. The trench shall be made with ready mix concrete 150mm thick. ALL trench shall have all drain management to ensure there is no water collection with a discharge plan.
- g. Two cable trench shall be from the substation building to the new 33kV feeders outside the substation fence
- h. Conduit and ducts shall be laid for the transformer cables 33kV and 11kV. The cables ducts shall be 150mm X 7 sets of 3 and shall run from the transformer pad to the substation building
- i. Walls shall be plastered to Fiji Building code standards
- j. The doors shall be of steel 6mm thick as per FEA drawings

Additional Items

1. Control switch gear and battery Room Building at NAWAI Substation Dimension as indicated in the drawings
2. Roofing shall be 0.48mm Zincum Klip-lok BHP brand
3. All roofing structures shall be structural steel including bolts and nuts Hot dip galvanising according to DIN EN 10684 at minimum 8.8 grade from Penier
4. All columns and beams shall be conventional concrete and not prefabricated
5. All walls shall be 200mm concrete block
6. All flooring shall be concrete with 150mm flooring.
7. Heat insulation and water-proofing
8. Painting to FEA approved colours
9. Toilet and shower as per drawings – fully tiled
10. SCADA room Separate Room for ICT communication and fibre panels complete with all trenching works
11. Internal lights shall be LED designed suitable to
 - a) Lighting levels shall be as per AS/NZ standards
 - b) All fittings shall be of high quality and impervious to corrosion
 - c) Emergency lighting system will be connected to both AC and DC system using FEA 110V DC battery.
 - d) Three re-chargeable hand carried lamps LED from reputable supplier

Water supply & drainage system

- a. Provide Water supply system connected with Water Authority of Fiji
- b. Plumbing system to be connected to Public water supply system.
- a. Waste and water sewerage system
- b. Surface water drainage system connected to Public water supply system.
- c. Internal surface water drainage system shall be directed as per the Environmental Management Plan.
- d. All water pipes shall be 20mm copper
- e. All sanitary fittings shall be RAM pipe fittings and COROMA porcelain

Construction of Access Roads and entries to the Substation building and ample concrete driveway to allow for a low prime mover and to reverse inside the substation.

Fence & Gates – to IEC standards

3.5mm galvanized fence Chain link) with anti-repellents IEC standards, C grade galvanized 6mm X 50mm post and 2 sliding roller gates (5m long) with 5mm X 2.4m high Gothic mesh. Fence to have **minimum** 2 rows of block fare phase, minimum height of the fence to ground level 3.2m. The fence to have the spiral barb wire to prevent vandalism or forced entry. Earth Each post and gate as per BS standard. Provide continuous earthing 1m outside entire fence and connected to the main earth grid and each galvanized post as per IEEE standards

The fence shall be for the entire perimeter 180m. The foundation shall be at least 800 x 200 x 200mm (D x L x W) for all galvanized post the beams for the block shall be 300 x 200 x 200mm. Every third post of the fence shall be earthed. All fence post shall be capped. All Gates shall be earthed.

The gate shall have a foundation of 300mm X 600mm deep with 100mm X 100mm X 9mm Angle line.

External Lighting to IEC standards

Shall include all Switchyard lighting on street galvanized tubular poles (8m height X 10 dual LED 90W outdoor Philips lights) with separate Daylight switch for each light. Termination accessible from the bottom terminal box. Tubular poles from INGAL or BHP Australia.

All lighting shall also be powered by SOLAR system with auto changeover to normal FEA power supply.

Fire Suppression

Design and Install VESDA System as per NFA standards and specification attached

Air conditioning

1. 13,000 BTU for Battery Room
2. 13,000 BTU for SCADA room
3. 18,000 X 2 units for the Control Building

INSURANCE

The Contractor is to effect the following insurance policies:

- a) Contractor's All Risk Insurance - \$500,000
- b) Public Liability Insurance - \$500,000
- c) Workmen's Compensation - \$250,000

PRICE AND PAYMENT

1. The Contract Price is to be on a Lump Sum basis. The tenderer is to submit a breakdown of the various components of the project.
2. The Contractor's request for payment shall be made to the Authority in writing, accompanied by invoice(s) describing, as appropriate, and services performed, together with other documents as may be required by the Authority. Payments shall be made promptly by the Authority, within thirty days of submission of an invoice/claim by the Contractor.
3. The Contractor is eligible for payment after completion of the Contract. No partial payments will be made.

VALIDITY

The Tendered Price is to remain valid for a period of 60 days after the closing date of the tender.

CONTRACTORS REQUIREMENT for Submission to bid

1. Ensure to submit the CIVIL Engineer that shall be carrying out the Substation building design
2. Ensure all Council approvals is compliant and all council dues are contractors responsibilities
3. Previous Project history
4. Previous Projects with FEA
5. Financial Statement
6. Bidders capability

Tender submission

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 14th October, 2015

Site Inspection will be held at the FEA's Nawai Substation at 1.00p.m on Tuesday 29th September, 2015.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender NO. MR 152/2015 – Nawai Substation – Civil Construction

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.

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

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must submitted as part of their tender Bid

Tender Number _____

Tender Name_____

1. Full Company Name:_____ **(Attach copy of Registration Certificate)**
2. Director/Owner(s):_____
3. Postal Address:_____
4. Phone Contact:_____
5. Fax Number:_____
6. Email address:_____
7. Office Location:_____
8. TIN Number:_____ **(Attach copy of the VAT Registration Certificate – Local Bidders Only)**
9. Company Registration Number:_____ **(Attach copy of the Business License)**
- 10.FNPF Employer Registration Number:_____ **(For Local Bidders only)**
- 11.Contact Person:_____

I declare that all the above information is correct.

Name: _____ Position: _____ Sign: _____

Date: _____