



**Supply & Installation of Conventional Fire  
Alarm System at FEA's Kinoya ICT Building &  
Warehouse**

**Tender Number: MR 200/2015**

Fiji Electricity Authority (**FEA**) is a statutory body vested with the responsibility for the provision of electricity supply throughout the Fiji Islands.

The **FEA** is hereby requesting proposals from the reputable contractors to install Fire Alarm System in FEA's Kinoya Warehouse and ICT Building.

## **A. SPECIFICATIONS**

### **1. PRELIMINARY AND GENERAL**

The Contractor shall furnish all labor, equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications.

### **2. SITE LOCATION**

FEA Kinoya Depot

### **3. SCOPE OF WORK**

- Supply & Installation of New Conventional Fire Alarm System for Stores & ICT Building
- Supply & Installation of Detectors (Smoke and Heat)
- Supply & Installation of Sounders
- Supply & Installation of Manual Call points
- National Fire Authority (NFA) Inspection & Commissioning
- Supply of Manuals
- **The number of various units required to be installed is to be determined by the bidder during the site inspection.**

### **4. Fiji ELECTRCITY AUTHORITY**

The contractor shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force.

### **5. BUILDING CONDITIONS**

The contractor is advised to visit and assess the site and existing premises prior to tendering, as no claim will be allowed on the grounds of ignorance of the conditions existing.

### **6. WORK PLAN**

The contractor shall prepare a Work Programme, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Property Officer for his approval before commencing with work on the site.

## **B. OTHER RELEVANT INFORMATIONS**

### **1. SITE SAFETY MANAGEMENT SYSTEM**

The Contractor shall establish and maintain a Site Safety Management System that ensures the safety of all persons on the Site in accordance with the requirements of the Fiji Electricity Authority Occupational Health and Safety Policy and the Health and Safety at Work Act, 1996 requiring strict compliance by the parties hereto.

FEA will carry out conduct an induction for the Contractor and its members to familiarize with the Fiji Electricity Authority Occupational Health and Safety Policy.

### **2. ENVIRONMENTAL CONTROL**

Comply with all environmental protection provisions in the Contract and the requirements of any statute, by-law, standard and the like related to environmental protection.

### **3. PROTECTION OF PEOPLE AND PROPERTY**

The contractor shall keep all persons (workers) under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

### **4. DURATION OF WORK**

The expected duration for the completion of work shall be two (2) weeks.

### **5. STORAGE ON SITE**

Store materials and equipment on site to prevent damage to site and minimize hazards to persons, materials and equipment. Keep storage area neat and tidy.

Take proper precautions to keep poisonous and other injurious substance in place secured against access by unauthorized persons.

### **6. DAILY DIARY REPORTS**

Progress reports shall be submitted daily on the forms provided by the Property Officer.

**7. CARE OF THE WORKS, ETC**

The contractor shall keep all persons under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

**8. CLEARING AWAY**

The contractor shall take down and clear away all plant and temporary work and make good. The contractor shall remove all existing rubbish and debris and surplus materials from the site as they accumulate and at completion; and clean all surfaces, including those of the affected portions of the existing premises, internally and externally, and leave the works clean and to the satisfaction of the Property Officer at completion.

**9. FEA CONTACT PERSON**

The FEA’s contact person for the project will be the Property Officer.

**10. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT**

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. 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.

**11. INSURANCE REQUIREMENTS**

The Contractor shall be solely responsible for all respective insurance cover of person, tools, equipment involved in carrying out the Works.

The Contractor must obtain and maintain respective insurance cover at all relevant times sufficient to cover any loss or costs that may be incurred and for which the Contractor is liable in connection with the contractual works, including:

Contractors All Risk	\$500,000.00
Public Liability	\$500,000.00
Workmen’s Compensation	\$250,000.00

## 12. Site Visit

a) All interested bidders must attend a **compulsory** site visit as follows:

<b>Location</b>	<b>Date</b>	<b>Time</b>	<b>Contact Person</b>
1. Kinoya Depot – ICT Building/Warehouse	16/12/15	10.00am to 11.00am	Shifaan Ali – Ph: 999 2401

b) All tenderers shall inspect and examine the site, its surroundings, and shall satisfy him before submitting his tender, as to the nature of the work and necessity for the carrying out the contract work

**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: \_\_\_\_\_

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"/> TIN Number                                       | Page NO._____ |
| <input type="checkbox"/> Vat Registration                                 | Page NO._____ |
| <input type="checkbox"/> FNPF Registration Number                         | Page NO._____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO._____ |
| <input type="checkbox"/> Evidence of Public Liability Insurance Cover     | Page NO._____ |
| <input type="checkbox"/> HSE Certification & Policies                     | Page NO._____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference      | Page NO._____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff                   | Page NO._____ |
| <i>(Key Employee Profile. Curriculum Vitae....etc)</i>                    |               |
| <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***

## **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 23<sup>RD</sup> December, 2015.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 200/2015-Supply & Installation of Conventional Fire Alarm System At FEAS  
Kinoya ICT Building & Warehouse**

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.**