



**Supply & Installation of Hurricane Shutters  
for FEA's Head Office Building, Suva**

**Tender Number: MR 33/2016**

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 supply and install hurricane shutters for FEA's Head Office Building, Suva.

## **A. SPECIFICATIONS**

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

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

### **2. SITE LOCATION**

FEA Head Office, Suva.

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

**To successfully supply and install hurricane shutters on all glass windows and doors from the back rear car park area and along the side of the building (along Nabukalou Creek) at FEA's Head Office Building, Suva.**

*NB- All large glass windows from FEA Head Office frontage area and along the side of the driveway is excluded in this specification.*

- Provide 50 x 50 x 4mm SHS Shutter Frame at the respective window locations noted by FEA personnel. All shutter framing to be fabricated for easy-hang on Steel 'L' Brackets. Steel 'L' Brackets shall be appropriately sized and fixed to the existing concrete walls using 2 No. M10 dyna bolts per bracket. Each Shutter shall have two (2) – three (3) brackets on one set of parallel sides of the Shutter (No. of Shutter Brackets required shall be discussed with FEA Representative prior to installation). Allowance shall be made to make good any damages to the existing concrete walls or surfaces while installing the Shutter system.
- Provide appropriately sized & sufficient bracings for any window/door larger than 1m x 1m (i.e. either SHS or EA) welded onto the Shutter Frames. Proposed bracings shall be discussed with FEA and approved prior to installations.
- Weld Heavy Duty Gothic Mesh Sheets (Weight – 22kg per sheet) onto the Shutter Frame.
- All welding works must be properly executed with no open gaps or associated defects.
- All steel members (materials) and fixings shall be in accordance and in compliance with current relevant industry standards.
- Provision for portable/removable shutters shall be given along the door access (3 x double doors at rear end of building and one x double door along Nubukalou Creek) and are to be numbered according. These shutters shall be transported and stored at a suitable location as indicated by a FEA personnel.
- Apply two (2) coats of AP10 Metal Primer to all shutter frames and brackets.
- The selected Contractor shall provide relevant certification & experience of the welders to indicate their capability to execute the works as per the specification given.

#### **4. 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.

The successful Contractor will ensure that its members stay away from Fiji Electricity Authority's, Sub-Station and other private properties in the vicinity of the works carried out [as applicable] where is it not authorized to enter and under no circumstances will enter it as this will be regarded as trespass to the property and will endanger health and life.

The successful Contractor shall ensure that it has signs to alert the FEA employees and members of the public of work in progress by clearly marking with caution tape and cones. The successful Contractor will ensure that its staff wears the proper safety attire (Safety boots, helmets, ear muffs, Dust Guard, safety harness belts, safety glasses and hand gloves) when carrying out the Works. The successful Contractor shall ensure that First Aid Kits are provided at the Site.

The contractor shall provide a safety plan within 7 days of being awarded the Contract. The contractor is responsible for the supply of all safety gear.

#### **5. CHANGE ORDERS**

The Authority may at any time, by written order given to the Contractor, make changes within the general scope of the Contract any one or more of the following:

- a) Drawings, Designs or Specifications.
- b) Where the goods that are to be furnished under the Contract needs to be modified by the Authority.

If any such change causes an increase or decrease in the cost of, or the time required for the Contractor's performance of any part of the work under the Contract Price or Delivery Schedule, or both, the Contract shall accordingly be amended. Any claim by the Contractor for adjustment under this Clause must be issued to the Authority within thirty days from the date of the Contractor's receipt of the Authority's change order.

#### **6. 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.

#### **7. ACCESS**

The contractor shall provide at all times during the execution of the works access to the occupants, the works shall be carried out with minimum inconvenience to the occupants.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. NOISE AND DUST ABATEMENT**

Provide continuous noise and dust abatement as required to prevent disturbance and nuisance to the public and workers and to the occupants of adjacent premises and surrounding areas.

When a certain level of noise is unavoidable because of the nature of the work or equipment involved, and such noise is objectionable to the occupants of adjacent premises, make arrangements with the jurisdictional authorities to perform such work or operate such equipment at the most appropriate time periods of the day.

## **12. SITE AMENITIES**

Provide statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the site and remove them upon completion of works. Maintain all sanitary facilities under hygienic conditions at all times.

## **13. WORKING HOURS**

Monday	-	Thursday	8.00 a.m.	-	4.30 p.m.
Friday	-		8.00 a.m.	-	4. 00 p.m.

The bidder can request in writing for permission to carry out the works after hours or on weekends if necessary.

#### **14. DURATION OF WORK**

The estimated duration for the completion of work shall be four (4) to six (6) weeks.

#### **15. 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.

#### **16. DAILY DIARY REPORTS**

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

#### **17. 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.

#### **18. 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.

#### **19. FEA CONTACT PERSON**

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

#### **20. TERM OF CONTRACT**

The term of the contract is till the completion of the work. The period for the contract may be extended if the works are not carried out to the satisfaction of the Property Officer. FEA also reserves the right to terminate contract if the service provided is not satisfactory. Works shall be stopped or suspended if the weather is unsuitable, works are not carried out according to the quality standards and specifications, instructions or programme of works or if the contractors is failing to provide safety measures to his /her employees at work site.

## **21. 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.

## **22. CONTRACT SUM**

The contract sum is the total labour and material cost, including tools and machinery used for the completion of work as described in the specification and shall not be subject to variations arising from labour costs or materials used.

## **23. 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

## **24. PRICE AND PAYMENT TERMS**

FEA shall pay Contractor the sum of agreed price tabulated below, upon completion of the Works according to FEA's satisfaction and in accordance with Price Schedule. Such payment shall be made in accordance with a Payment Schedule.

Contractor shall issue original Invoice of the amount required to be paid and will be verified by FEA representative before making payment.

## **25. DEFECTS LIABILITY PERIOD**

The Defects Liability Period shall be 6 months from Handing Over Certificate. The Contractor shall, at its cost in rectify all during Defects and Liability Period, correct any defects in works due to defective materials, poor or sub-standard workmanship.

## 26. WARRANTIES

Contractor shall provide 12 months Warranty for the Works. The Warranty period will commence upon completion of Defects Liability period of 6 months. Contractor warrants that the workmanship and materials delivered by and/or under the supervision of Contractor shall be free from all defects and comply with all relevant industry standards. Contractor warrants that the Warranty Period will be valid and binding.

## 27. INSPECTIONS

A compulsory inspection shall be done for any works executed by the selected Contractor at their workshop and shall be approved by a FEA personnel prior to doing the installations at the site. FEA personnel shall be allowed to enter the premises/workshop of the selected Contractor to carry out the inspections at any time required.

## 28. EVALUATION OF BIDDER'S CAPACITY

Bidders that cannot demonstrate sufficient capacity to fulfill the Contract will not be considered as a Contractor. The FEA reserves the right to inspect the premises/facilities of any Bidder for the purposes of determining its ability to fulfill the Contract.

## 29. CONTRACTOR'S OBLIGATIONS

- a. All care must be taken for the service mains which includes; the water main, electrical cables, sewer lines and inspection chambers.
- b. All OHS, FEA and the local authority's regulations must be adhered to while the works are in progress as it will be the contractor's responsibility, so that there will be no delays once the project begins.
- c. The project will be carried out in a professional manner, with competent workmen and all the required equipment to ensure the works are completed in the best manner.
- d. The contractor is required to have their workmen on site with appropriate identity cards or they will not be able to enter the FEA premises.
- e. The contractor must also provide First Aid Kit on the site.
- f. All the contractor's workers are to undergo site meeting and On – Site Contractor Induction.
- g. The owner will provide water and power.
- h. The successful contractor is to provide a work programme and a Safety Work Plan.
- i. The FEA reserves the right to negotiate the price with one or all Bidders.

## 30. Site Visit

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

Location	Date	Time	Contact Person
1. FEA Head Office Building	12/04/16	10.00am	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.

### 31.METHOD OF PAYMENT

The payments will be done as payment schedule. The fees shall be invoiced within 5 days of following successful completion each phase of work after the verification of the Property Officer and shall be payable within thirty (30) days from the date of invoice.

### 32.PAYMENT SCHEDULE

Percentage Payable	Milestone Payment	Amount (FJD) VIP
60%	Completion of installation of all Hurricane Shutters as per specification.	
30%	Completion of application of two coats of AP10 Metal Primer to all shutter frames and brackets.	
10%	Retention payable upon expiry of 6 months Defect Liability Period	
100%		\$ _____



## **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 20<sup>th</sup> April, 2016.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 33/2016**

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.**