



**Repair and Maintenance Works for FEA's
NCC Staff Quarters Number 5**

Tender Number: MR 123/2016

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 carryout repair and maintenance works for FEA's NCC Staff Quarters number 5.

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

- a. FEA's National Control Center (NCC), Vuda Road, Lautoka

3. FIJI ELECTRCITY AUTHORITY

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

4. 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.

5. 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 four (4) 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:

Location	Date	Time	Contact Person
NCC Quarters No. 5	03/11/2016	10.00 AM	Edwin Nambiar – 992 5897

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.

13. Scope of Works

1.0 General Conditions	Bid Price FJD \$ VIP <i>(all items to be quoted)</i>
<p>1.1 The FEA approved contractor must ensure that the Building Maintenance work and any further additional works required here within – must be carried out in compliance to the Building Cyclone Certification works of the NCC QUARTERS # 5, and must take under consideration, that there will be no further variation costs involved during commencement of the contract period or the approved contractor must be liable for any variations.</p> <p>The Approved Contractor must ensure that any damaged caused to its existing infrastructure and premises should take the responsibility to repair and be liable for damages, and also that its employees are working under OHS regulations ensuring safety at all times.</p> <p>The contractor to closely coordinate with the relevant authorities for the compliance and standards required, and update all the progress activities to the Properties Officer or the assigned officer.</p> <p>The Approved Contractor must ensure that only treated A-Graded Timber to be used. All timber material structure to be painted with oil based paint and concrete structure with Water based paint.</p>	

Item No	Item Description	RATE V.I.P
1.0	Roofing Structures	
1.1	Replace any damaged roofing iron, screws, ridge cap, flashing and mountings with new ones - to match existing, ensuring that all gaps are to be properly sealed with waterproofing sealants to prevent leakages. Check, inspect and carry out any repairs to the Rafter and Purlins if required.	
1.2	Remove all flaking paint and dirt from roofing iron and the roofing compartment to be painted, apply anti-corrosive Galvo-primer then with two coat finish application, to match FEA selected colours.	
1.3	Allow for new guttering's and water downpipes at both end of the building, angled to the Drainage line. All existing Guttering's to be replaced by at least 200mm x 150mm gutters with downpipes 80mm.	
TOTAL OF BILL 1		

Item No	Item Description	RATE V.I.P
2.0	General Building Joinery and Finishing Works	
2.1	<p>Allow for repair works replace rotten timber frame to any damage or defective in the Kitchen</p> <p>A) 1 x Sink bench L- Shaped</p> <p>B)4 x Wall Mounted Closets</p> <p>Match to Existing & make good the defects</p>	
2.2	<p>Replace vanity in the Bathroom</p> <p>Size to be confirmed from site</p>	
2.3	<p>Allow for repair works replace rotten timber frame to any damage or defective in Bedroom closets and bedside dresser (drawers)</p> <p>3 x 1 bedroom</p> <p>1 x Corridor</p> <p>Match to Existing & make good the defects</p>	
TOTAL OF BILL 2		

Item No	Item Description	RATE V.I.P
3.0	General Building Maintenance and Painting works Interior	
3.1	Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting.	
3.2	Replace any broken glass, missing blades, Mosquito netting & screens, frames or windows and repair all damaged windows, window frames and rails where necessary.	
3.3	Allow for repair works to any damage or defective interior walls.	
3.4	Allow for repair works to any damage or defective Ceilings.	
3.5	Allow for repair works to any damage or defective wall & ceiling skating.	
3.6	Allow for repair/ replace and repaint all doors, door mechanisms and door frames.	
3.7	General Building Painting works: Apply single undercoat and finishing coat to walls, frames, ceiling, doors, window frames, cabinets, closets to match FEA selected colours. Interior painting works to match FEA selected colours.	
TOTAL OF BILL 3		

Item No	Item Description	RATE V.I.P
4.0	General Building Maintenance and Painting works Exterior	
4.1	Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting.	
4.2	Allow for repairs or replace any damaged or missing eaves and fascia board.	
4.3	Allow for repair works to any damage or defective Ceilings .(Porch)	
4.4	Allow for repair works to any damage or defective wall & ceiling skating.	
4.5	General Building Painting works: Apply single undercoat and finishing coat to walls, frames, ceiling, doors, window frames, burglar bars, hurricane shutters to match FEA selected colours. Exterior painting works to match FEA selected colours.	
TOTAL OF BILL 4		

Item No	Item Description	RATE V.I.P
5.0	Plumbing Works	
5.1	Check for any defects, on the plumbing's work and toilet facilities, if requires any upgrade.	
5.2	Check for any broken taps and water pipes; or any leakages – this may require repair or replacement of tap fittings or water pipes to be changed. Check and inspects the wash basin, showers, vanity frames and toilets systems if this requires being repaired/replaced.	
TOTAL OF BILL 5		

Item No	Item Description	RATE V.I.P
6.0	Electrical Works	
6.1	Replace 14 Electrical power-points General Purpose Outlet 6 x Single General Purpose Outlet 8 x Double	
6.2	Replace 1 Ceiling Fans	
6.3	To increase the lightning capacity - illuminance of the Rooms; New ones Replace 9 Damaged frame sets (5x3 feet's tube lights) and (4x2 feet's tube lights) to be mounted.	
6.4	To increase the lightning capacity - illuminance of the Rooms; New once Replace Damaged frame sets (4xWall Mounted Lights)	
TOTAL OF BILL 6		

Price BID FORM

Buildings	Compliance To FEA Timelines and scope of works	Proposed Bid Price (VIP) (Lump Sum as per scope of works)
BILL 1: Roofing Structures	Completion of all works 30 th of November, 2016. Yes/No	FJD\$ _____ VIP
BILL 2: General Building Joinery and Finishing Works	Completion of all works 30 th of November, 2016. Yes/No	FJD\$ _____ VIP
BILL 3: General Building Maintenance and Painting works Interior	Completion of all works 30 th of November, 2016. Yes/No	FJD\$ _____ VIP
BILL 4: General Building Maintenance and Painting works Exterior	Completion of all works 30 th of November, 2016. Yes/No	FJD\$ _____ VIP
BILL 5: General Building Plumbing works	Completion of all works 30 th of November, 2016. Yes/No	FJD\$ _____ VIP

<p>BILL 6: Electrical Works</p>	<p>Completion of all works 30th of November, 2016.</p> <p>Yes/No</p>	<p>FJD\$ _____ VIP</p>
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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 9th November 2016.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 123/2016

Repair and Maintenance works for FEA's NCC Staff Quarters # 5

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.**