



To Carryout Repair & Maintenance of:

- 1) Roofing Structure at FEA's Kinoya Stores Building**
- 2) FEA's Kinoya Network Building**
- 3) FEA's Navutu Stores Building, Lautoka**

Tender Number: MR 45/2017

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, scaffolding equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications.

2. SITE LOCATION

- a. Kinoya Stores and Network Building, Suva
- b. Navutu Stores Building, Lautoka

3. FIJI ELECTRICITY AUTHORITY

The contractor shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force. The contractor is to obtain all approvals from Ministry of Labour for any scaffolding to be used on the site. All PPE's and other safety equipment's will be checked by FEA's Health and Safety Department (HSE) to confirm if they are in compliance with the relevant current safety standards. No work shall commence prior to approvals given from FEA's HSE Department.

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. This should be provided within three (3) working days from the date of the tender award letter.

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. Display all necessary working sign boards.

4. DURATION OF WORK

The expected duration for the completion of work shall be four (6) 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 and briefing as follows:

Location	Date	Time	Contact Person
Kinoya Stores, Suva	07/03/2017	9.00am	Shifaan Ali – 999 2401
Kinoya Network Building, Suva	07/03/2017	9.40am	Shifaan Ali – 999 2401
Navutu Stores Building, Lautoka	09/03/2017	10.00am	Shifaan Ali – 999 2401

All bidders must come in their own proper PPE (safety boots, helmets, vests, etc) should they wish to inspect the roof. No contractor would be allowed to climb the roof without PPE's.

- 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

<p>1.0 General Conditions</p>	<p>Bid Price FJD \$ VIP <i>(all items to be quoted)</i></p>
<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 National Building Code of Fiji, for Cyclone Certification works, for the Navutu Stores, Kinoya Stores & Kinoya Network Building, 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> <p>All roof sheets and screws shall be compliant to relevant Australian Standard and National Building Code of Fiji.</p>	

Stores Building, Navutu, Lautoka:

Item No	Item Description – Navutu Stores, Lautoka	RATE V.I.P
1.0	Roofing Structures	
1.1	Replace 96 pieces x 5.00m rusted galvanised corrugated roofing iron using new cyclonic approved screws to match existing. Allow for sufficient lapping along the joint portion either way. Replace 1 x 1.80m ridge cap with new screws. Replace any damaged or rusted screws on the entire roofing structure.	
1.2	Remove all dirt from the roofing iron and the roofing compartment to be painted. Apply anti-corrosive Galvo-primer to the entire roofing structure. All new roofing iron replacement's to be painted with Galvo-primer on the lapping portion before installing.	
1.3	Ensure that all gaps along the ridge caps, roofing iron lapping's and along flashings are to be properly sealed using waterproofing sealants to prevent leakages. All water proofing to be done using Bitumastic water proofing sealant.	
TOTAL OF BILL 1		

Stores Building, Kinoya:

Item No	Item Description – Kinoya Stores, Suva	RATE V.I.P
2.0	Roofing Structures	
2.1	Replace 124 pieces x 16.30m rusted galvanised corrugated roofing iron and with new cyclonic approved screws to match existing. All roofing iron to be colour-bond – Sky Blue. Replace 2 x 2.40m ridge cap with new screws. Replace any damaged or rusted screws on the entire roofing structure.	
2.2	Replace 8 pieces x 6.0m skylight roofing and with new ones using cyclonic approved screws to match existing. Allow for sufficient lapping along the joint portion either way.	
2.3	Ensure that all gaps along the ridge caps, skylight roof lapping's, corrugated roofing iron lapping's and along flashings are to be properly sealed with waterproofing sealants to prevent leakages. All water proofing to be done using Bitumastic water proofing sealant.	
2.4	Remove all flaking paint and dirt from the reminder portion of roof iron and the roofing compartment to be painted, apply two coats finish application, to match existing FEA selected colours.	
TOTAL OF BILL 2		

Network Building, Kinoya:

Item No	Item Description	RATE V.I.P
3.0	Item Description – Network Building, Kinoya	
3.1	Replace 58 pieces x 1.50m rusted clip lock roofing iron and with new cyclonic approved screws to match existing. Allow for sufficient lapping along the joint portion either way. Replace 2 x 2.40m flashings with new screws. Replace any damaged or rusted screws on the entire roofing structure.	
3.2	Replace 105 pieces x 2.00m rusted clip lock roofing iron and with new cyclonic approved screws to match existing. Allow for sufficient lapping along the joint portion either way	
3.3	<p>Allow for new tin (flat-iron) guttering's 105.00m length and water downpipes at both end of the building, angled to the Drainage line. All existing Guttering's to be replaced by gutter size as given below with downpipes 80mm.</p>	
3.4	Check, inspect and carry out any repairs to the Purlins. Allow for 100.00m treated pine timber purlins (150mm x 50mm).	
3.5	Wire brush and paint all screws and other rusted portions of the roof using anti-corrosive Galvo primer.	
TOTAL OF BILL 3		

NOTE

The Bidders are advised that this Tender may be partly awarded based on the Technical and Financial compliance of the bidders in each area of 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 22nd March, 2017.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

TENDER No. MR 45/2017 - To Carryout Repair & Maintenance of:

- 1) Roofing Structure at FEA's Kinoya Stores Building**
- 2) FEA's Kinoya Network Building**
- 3) FEA's Navutu Stores Building, Lautoka**

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.**