



**Maintenance & Refurbishment Works  
at FEA's Generation Office, Kinoya**

**Tender Number: MR 123/2017**

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 carry out Office maintenance and refurbishment works for FEA's Generation Office, Kinoya, Suva.

## **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**

Generation Office, FEA Kinoya Depot, Suva.

### **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 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.**

## **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
Generation Office, Kinoya	07/06/2017	10.30am	Roshil - 9343769

- 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

<b>1.0 General Conditions</b>	<b>Bid Price</b>  <b>FJD \$ VIP</b>  <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 National Building Code of Fiji, for Cyclone Certification works, for the FEA’s Generation Office, 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>	

## **Scope of Works – Generation Office, Kinoya Depot**

<b>Item No</b>	<b>Item Description</b>	<b>RATE V.I.P</b>
<b>1.0</b>	<b>General Refurbishment, Painting, Repair and Maintenance Works</b>	
<b>1.1</b>	Allow for repair works to any damage or defective interior walls. Allow for repair works to any damage or defective Ceilings. Allow for repair works to any damage or defective wall & ceiling skating. Double wall the entire office areas using ply board to match to existing (if any portion is missing).	
<b>1.2</b>	Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting. Remove all cob webs. Plaster all cracks properly. Paint the interior building walls and other structures. Apply single undercoat and two finishing coat to walls, frames, facier, eaves, ceiling, doors, window frames, hurricane shutters to match FEA selected colours. Interior painting works to be done with FEA selected colours using Apco Weather Block Paint System. Paint the outside pavements and steps using brown pavement paint.	
<b>1.3</b>	Replace any broken glass, missing blades, Mosquito netting & screens, frames or windows and repair all damaged windows, window frames and rails where necessary. Supply and install window blinds.	
<b>1.4</b>	Allow for repair/ replace and repaint or varnish all doors, repair/replace door mechanisms (door closures) and door frames. Replace all door locks with the existing type and provide keys for the same.	
<b>1.5</b>	Remove the first wall from the Office space and make good to all defects to match to existing. Remove the hand basin from the Office and re-do the walls. Tile the entire office floor with 600 x 600 mosaic tiles as per colour and design selection by FEA.	
<b>1.6</b>	Allow for repair works in the Kitchen. Repair all cupboards, change hinges and apply new paint. Ensure that the kitchen area is tidy and install 300 x 300 mosaic tiles along the gas stove. Replace the sink and ensure it's operational. Check all plumbing works. Supply and Install range hood set.	

<b>TOTAL OF BILL 1</b>	
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<b>Item No</b>		<b>RATE V.I.P</b>
<b>2.0</b>	<b>Office Construction for Unit Leader Generation</b>	
<b>2.1</b>	Construct an Office measuring 2600mm x 2700mm on the area shown during the site visit. The Office to be made using aluminium framing with glass and a door in the center with locking provision.  <i>The design of the Office will be discussed further during the compulsory site visit.</i>	
<b>2.2</b>	Supply and install 1 x 9,000 BTU Inverter Panasonic Brand aircon unit with complete piping in Unit Leader Generation's Office	
<b>TOTAL OF BILL 2</b>		

<b>Item No</b>	<b>Item Description</b>	<b>RATE V.I.P</b>
<b>3.0</b>	<b>Refurbishment works for washroom</b>	
<b>3.1</b>	Construct a shower area and enclose it completely Put one row of concrete block then raise the walls using cement board. All joints must be properly sealed. Construct a wall to enclose the washroom area. The walls to be of 4mm ply board fixed to timber framing and must reach ceiling height. A common door is to be provided for entering the washroom.  <i>NB – Design and size for the washroom to be confirmed during the compulsory site visit.</i>	
<b>3.2</b>	Paint the washroom with one coat of undercoat and 2 coats of weather block finish paint as per FEA colours given.  Install hot water shower system, caroma toilet pan and cistern, floor and wall tiles, hand basin, toilet roll holder. The two doors for the Washroom	

	and the common door for the wall to be made using good quality timber and must good quality locks on each of them. All timbers used must be treated and dressed.	
<b>3.3</b>	Allow for window provisions in the washrooms. Use aluminum louvre frames. Carryout general plumbing works and make the washroom area operational.	
	<b>TOTAL OF BILL 3</b>	

<b>Item No</b>	<b>Item Description</b>	<b>RATE V.I.P</b>
<b>4.0</b>	<b>Electrical Works</b>	
<b>4.1</b>	Supply and installation of power points complete with wiring. (Clipsal brand)	
<b>4.2</b>	Supply and installation sufficient 4 feet tube lights with frames (Clipsal brand)	
<b>4.3</b>	Supply and installation of lights in the washroom (Clipsal brand)	
<b>4.4</b>	Supply and installation of all necessary circuit breakers (Clipsal brand)	
	<b><i>NB- All electrical works shall only commence after seeking FEA approval and all works to be done according to FEA current safety standards.</i></b>	
	<b>TOTAL OF BILL 4</b>	



## **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 4:00 p.m. (16.00hrs Fiji time) on Wednesday 14<sup>th</sup> June, 2017**

**Site Visit: FEA's Generation Office, Kinoya at 10.30 am on Wednesday 7<sup>th</sup> June, 2017.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**TENDER No. MR 123/2017 Maintenance & Refurbishment Works at FEA's Generation  
Office, Kinoya**

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 on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).**

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.**

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