



**Repair & Maintenance Works at FEA's
Sigatoka Depot**

Tender Number: MR 178/2017

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 repair and maintenance works in Sigatoka Depot's Mass Room.

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

Sigatoka Depot, Sigatoka

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 three (3) 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
Sigatoka Depot	19/07/2017	9.00am to 9.30am	Shifaan Ali – 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.

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 Sigatoka Depot Mass Room 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>	

Scope of Works – Sigatoka Depot Mass Room

<i>Item No</i>	<i>Item Description</i>	<i>RATE V.I.P</i>
1.0	Roofing Changing Works, Gutter and Facier Board Replacement	
1.1	Replace 34 sheets heavily rusted roofing iron with new ones. Replace 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	Allow for replacement of guttering's and water downpipes at both end of the building, angled to the Drainage line. Allow for sufficient strappings.	
1.3	Allow for repair of any rotten facier boards and heaves batten along the building perimeter. Apply one coat of primer and undercoat and two coats finish using Apco Weather Block paint. (Paint colour selection to be done by FEA)	
	Allow to replacement of any rusted roofing iron used for side walls of the building.	
TOTAL OF BILL 1		

Item No	Item Description	RATE V.I.P
2.0	Painting Works	
2.1	Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting. Remove all cob webs. Seal off all joints using appropriate sealants. Scrap off all flaked paints and paint the interior and exterior building walls and other structures. Apply primer, single undercoat and two finishing coat to walls, frames, facier, eaves, ceiling, doors, window frames, hurricane shutters to match FEA selected colours. Interior & exterior painting works to match FEA selected colours using Apco Weather Block Paint System.	
2.2	Clean thoroughly and paint the entire floor of the mass room using brown pavement paint.	
TOTAL OF BILL 2		

Item No	Plumbing, door repair, window and other minor repair works	RATE V.I.P
3.0	Install a hand basin with tap in the mass room. Contractor to be responsible to lay pipes from the existing water meter to the mass room and all water pipes to be underground.	
3.1	Remove the current damaged window framing and replace with aluminum window framing (10 blades system) fixed on proper treated timber framing (dressed) and neatly painted on both sides of the building.	
3.2	Repair all cabinets and cupboards inside the mass room. Make good to all defects and damaged structures.	
3.3	Replace existing door with new one and provide proper locking provisions for the mass room.	
TOTAL OF BILL 3		

Item No	Item Description	RATE V.I.P
4.0	Electrical Works	
4.1	Supply and installation of 2 x power points complete with wiring.	
4.2	Supply and installation of 2 x 4 feet tube lights with frames.	
4.3	Supply and installation of two x new ceiling fans.	
4.4	Supply and installation of all necessary circuit breakers.	
	<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>	
TOTAL OF BILL 4		

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 Tender

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 26th July, 2017

Site Visit: FEA's Sigatoka Depot at 9.00 am to 9.30 am on Wednesday 19th July, 2017

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

TENDER No. MR 178/2017

Repair and Maintenance Works at FEA's Sigatoka Depot

**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**.

Bidders are requested to submit a:

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**