



**Provision of Security Services for FEA's
Wailoa, Monosavu and Nadarivatu Power
Station Sites**

Tender Number: MR 197/2017

SCOPE FOR SECURITY SERVICES

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 suitably qualified and experienced Security Service agencies for the provision of Security Services at FEA's **Wailoa, Monosavu and Nadarivatu Power Station Sites**.

SPECIFICATIONS AND LOCATIONS

1. **Areas to be covered** – Monasavu , Wailoa and Nadarivatu Power Station Sites.
2. **Site Inspection** - The companies/ agencies shall make a thorough initial inspection of each site. Site inspections can be carried out by contacting Mr. **Uate Buitanaseva (Unit Leader Renewables)** on his cellular phone – **9992422**.
3. The Security Guards are to provide following Services:
 - i. Carryout foot patrol normal and after- hours, weekends and public Holidays and examine all FEA properties such as doors, windows, gates and vehicles (that may be parked on site) on a regular basis to ensure that they are properly locked and secured, and also ensure that the above vehicles, equipment and boundary fence have not been tampered with.
 - ii. Watch for and report on any irregularities such as fire hazards, open windows and doors, leaking pipes, sign of any tampering of items, security lights or suspicious movement in/outside the property.
 - iii. Call Police and /or Fire Brigade as and when necessary.
 - iv. Permit only FEA personnel and authorised persons (verified & endorsed by relevant FEA Unit Leader) to enter the complex duly recording their name, time of entry, signatory and departure time.
 - v. Open gates and allow entry to authorised vehicle recording such particulars as in (iii) above during after-hours, weekends and Public Holidays.

- vi. In the event that items are missing, or reported stolen under security's watch, the company/agency will bear the costs of the damages caused or value of the amount stolen from the particular FEA premise.
- vii. In the case of emergency/danger pertaining to any electrical plant and equipment at Power Stations the names and the phone contacts will be provided to the successful bidder.
- viii. Provide Security Guards on a day to day basis, 24 hours a day in two(2) 12 hour shifts between 7am-7pm & 7pm as set out in the table below:

PREMISES	NUMBER OF GUARDS	SPECIFIC DUTIES
1. Wailoa Power Station	2 - Night Shift, Public Holidays and Weekends only (7days/Week) 1 - Day Shift, Public Holidays and Weekends only (7days/Week)	Foot patrol
2. Monasavu Depot	1- Night Shift, Public Holidays and Weekends only (7days/Week) 1 - Day Shift, Public Holidays and Weekends only (7days/Week)	Foot patrol
3. Nadarivatu Hydro Power Scheme and Weir	4 - Night Shift, Public Holidays and Weekends only (7days/Week) 2 - Day Shift, Public Holidays and Weekends only (7days/Week)	Foot patrol

4. THE SECURITY COMPANY/AGENCY'S OBLIGATIONS

- I. Provide the Services promptly and punctually and ensure Security Guards carry out the Services in an efficient and professional manner.
- II. Comply with all industry standards, rules and regulations applicable in the provision of the Services.
- III. Ensure that its staff and Security Guards comply with all of FEA's security and work place procedures.
- IV. Comply with all lawful requirements affecting the conduct of its business and the provision of the Services.

- V. Ensure that its staff and Security Guards are courteous in dealing with FEA's contractors and staff.
- VI. Ensure that it and its staff and Security Guards do not act, or engage in, such things which will or might adversely affect the assets or the business of FEA.
- VII. Conduct its business in a manner that will benefit the reputation of both FEA and Security Company.
- VIII. Provide its Security Guards at its own expense with the necessary uniforms and other equipment required for the effective discharge of the Services.
- IX. Ensure that the Security Guards maintain proper discipline and they do not, in any manner, cause any interference, annoyance or nuisance to FEA's management and staff and or to FEA's business.
- X. At FEA's request deploy extra security officers to any Premises within **8** hours and for special operations deploy extra security officers within **3** hours to any Premises.
- XI. The deployment of Security Guards will depend on the vulnerability and level of threat to the Authority.
- XII. Ensure that all Security Guards are provided an Standard Operating Procedure (SOP) which will contain relevant duties in effect to their sectors.
- XIII. The Security Company may make reasonable recommendations to FEA recommending tightening security such as but limited to fencing, spot lights.

4. GATEHOUSE DUTIES

- Guard will print full names of all visitors on the “Visitor Log Sheet”.
- Guard will require visitors to show identification and visitors pass to enter each location upon confirmation/approval from relevant Unit Leader.
- Guard will prepare detailed reports for any incidents occurring during their shift within 24 hours and submit to the FEA.
- Guard will call relevant personnel through via phone to receive permission for visitor to enter.
- Guard will keep socializing to a minimum and will not have friends, guests, or residents congregate around their workstation.
- Guards during the night shift must ensure that all the gates are chained up and securely locked.
- Guards will check take notes of all the vehicles leaving and entering each location.
- All parked vehicles leaving the site after hours need to have authorised pass signed by the Unit Leader.
- Guards will also ensure that all vehicles carrying items out of the depot have a pass detailing item description which has been signed by Unit Leader or General Manager. Without this pass, vehicles should not be allowed exit.
- During weekends and after normal working hours, guards will log names of ALL people entering the site (FEA personnel & non-FEA personnel) and vehicle registration number.

5. Accommodations – Unfurnished accommodation will be provided FEA at all sites.

6. Scheduled Meetings – the successful bidder after award of the contract will attend meetings held at every 3 months with FEA to address any security concerns or questions. Emergency meetings can also be called by FEA when deemed necessary in the light of security breaches in security contract.

7. Communications System - The Bidder may institute a system whereby security personnel can communicate with supervisor and/or FEA’s authorised officer during shifts. The successful bidder is to provide mobile cellular phone or radio telephone communication at FEA’s premises but this shall be implemented at the sole discretion of FEA where it is commercially prudent in nature. It shall by guards during their shifts in case of emergency situations where guard may need to call security forces (fire authority/police).

- 8. Schedule** - The successful bidder must ensure that all shifts are filled and completed. If a guard is unable to make it to work, the Bidder shall have a replacement guard that meets the provisions mentioned in this proposal.
- 9. Price Adjustment** - Additional FEA sites and facilities may be added or deleted at any time throughout the life of contract agreement. The contractor shall be required to provide the service to any additional sites and facilities subject to all conditions identified. The contract sum shall be adjusted to be adjusted to reflect the changes in the number of sites and facilities serviced as service level varies.
- 10. Uniform & Appearance of Guard** - Guard will wear clean, wrinkle-free, and professional security uniforms provided by their company/agency. Uniform should display proper security identification such as a badge or security logo. No guards will be allowed to wear sandals, or other recreational style shoes. Black shoes or boots will be preferred. Black sneakers shall be allowed. Any changes to the above listed provisions shall be at the approval of the FEA prior to implementation.
- 11. Qualification & Experience of Guards** - Security Guards must have at least minimum of one (1) year of experience as a security guard and who have reached a minimum of Fiji Junior Pass Level of education. Police clearance for all guards must be provided and it will be verified during the tender evaluation. Guards must be literate and fluent in English, both written and spoken. The guards at these sites must be physically and medically fit.
- 12.** The successful bidder will provide to FEA a list of names of personnel assigned to each location/premises. If there is a change in staffing and new personnel is assigned, the successful bidder shall notify the FEA and provide the name of the employee within two (2) working shifts of that employee. The FEA reserves the right to reject the employment of security guard personnel assigned to any FEA premises/property. The FEA shall not unreasonably withhold approval. Bidder should outline in detail any and all training personnel undergoes prior to being assigned to these site.
- 13. Identification** - All Security Guards shall wear proper identification cards when at FEA premises and if any Guards are without any proper identification will not be allowed into the premises. Badges must be available but will not be required to be worn when protective clothing and respiratory protection is required.
- 14. Identity of Bidder** - The identity of the Bidder and the Contractor is fundamental to the FEA. The bidder shall be the agency/company, corporation or corporations named as the bidder and whose execution appears in the Proposal Form. If the

bidder is acting as agent or trustee for or jointly with another person, persons, corporation or corporations, this shall be fully disclosed by the bidder in the Proposal. If the bidder fails to fully disclose the identity of all participants and the nature of its relationship to those participants, the Proposal shall be null and void at the option of the FEA. No claims by undisclosed participants will be recognised by the FEA in the Contract .Upon acceptance of the Contract, the successful bidder shall become the Contractor.

15. OWNERSHIP OF PROPOSALS RESPONSES

All documents, materials, articles and information submitted by the bidder as part of or in support of the Proposal shall become upon submission the absolute property of the FEA and will not be returned to the Bidder at the conclusion tender evaluation process, provided that the Bidder shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided in the Contract.

16. 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.

17. SUPPORTING INFORMATION TO BE SUPPLIED WITH PROPOSAL

In addition to any other information requested to be supplied with the Proposal, the Bidder shall also provide in the Proposal the following listed information:

General Company Information

- Name, address, Company No. (ACN) and Business No (ABN)
- Ownership, Organisational Size and Structure
- Financial Stability
- Quality Policy, Quality Assurance Systems
- Current Commitments/Workload/Delivery
- Company Experience
- Safety Record
- References (5 Companies)

Information Pertaining to this Proposal

- Management and Quality Systems
- Innovations Offered
- Special Conditions
- Basis of Contract Price Adjustment (if different to that specified or if not specified in the Work Scope)
- Terms of Payment (if different to those specified in the Work Scope)

18. Fees – The bidders shall bill for hourly rates for each identified site. Any extra costs for the add on sites shall be itemized in a like manner. The fees shall be invoiced within 5 days of following month and shall be payable within thirty (30) days from the date of invoice.

19. FEA Contact Person – The FEA's contact person for all the premises will be the Unit Leader Renewables and Property Officer Central. Each site will have assigned FEA personnel to sign off. The listing of these personnel will be provided to the successful contractor.

20. Insurance Requirements – A certificate of insurance is required to be submitted to the FEA verifying that the contractor maintains Workmen's Compensation in the minimum amount required by FEA. 10 days after the award of bid or prior to the commencement of the work, whichever occurs first.

21. Term of Contract – the term of contract is for three (3) years. The contractor will be notified 30 days prior to the expiring of the contract. If the contract is extended the terms, conditions, method of payment shall remain same unless modified by both parties. FEA also reserves the right to terminate contract if the service provided is not satisfactory.

22. Environment & Safety Issues – The successful bidder is to observe all safety precautions throughout the performance of the term. Lack of knowledge of the guards shall be no way be a cause for relief from the responsibility or defense against the legal effects.

23. Tobacco/Alcohol/Drug Free Environment – 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.

24. 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.

25. All the guards of the selected contractor will undergo Contractors Site Induction conducted by FEA and any new staff will report to FEA's assigned staff for the Induction prior to commencement with duty.

Payment Schedule

Hourly Rate per Security Guard: \$ _____ VIP

Other Associated Costs:

Item No	Description	Costs
1.		
1.		
2.		
3.		
4.		
5.		
	TOTAL	

Premises	Amount Payable	Terms of Invoicing	Due Date for Payment
<i>ALL PREMISES</i>	<i>number of Security Guards x Hourly Rate per Security Guard</i>	<i>Security Company shall invoice FEA at the end of each month for Services provided in that month</i>	<i>FEA shall pay each invoice for Services provided by Security Company within 30 working days of receipt of any such invoice from Security Company</i>

26. Proposal Submissions will be assessed in accordance with following criteria and weighting factors:

ITEM	DESCRIPTION	WEIGHTING
1.	Experience of Bidder <ul style="list-style-type: none"> • Qualifications and experience of security guards • Reference from past and present clients • Clean (Criminal Records) 	20%
2.	Content of Proposal <ul style="list-style-type: none"> • Compliance with the Work Scope • Understanding of the services required • Quality system/assurance • Technical support • Special conditions 	40%
3	Price <ul style="list-style-type: none"> • The price to supply the services in accordance with the Proposal Work Scope 	20%
4	Health & Safety Working Procedures	10%
5	Other additional Features & Benefits	10%
6	TOTAL	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"/> Vat Registration | Page NO. _____ |
| <input type="checkbox"/> FNPf Registration Number | Page NO. _____ |
| <input type="checkbox"/> Workman Compensation 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
<i>(Key Employee Profile. Curriculum Vitae....etc)</i> | Page NO. _____ |
| <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 09th August, 2017.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

TENDER No. MR 197/2017 – Provision of Security Services for FEA’s Wailoa, Monosavu and Nadarivatu Power Stations

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**