



# **Maintenance and Refurbishment Works at FEA's Monasavu Compounds**

**MR 217/2017**

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 refurbishment works for FEA's properties in Monosavu.

## **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**

Monosavu Power Station and Staff Quarters

### **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 Program, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Officer in charge 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 Ten (10) 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 Officer in charge or Team Leader.

## **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 Officer in charge or Team Leader at completion.

**9. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT**

FEA maintains drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites. Smoking tobacco is not allowed in FEA buildings and if so there will be designated smoking areas. 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.

**10.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

**11. Site Visit**

a) All interested bidders must attend a **compulsory** site visit as follows:

Location	Date	Time	Contact Person
FEA Monasavu Power Station	06/09/2017	11.00am	Inoke Benidito 9090 903

- 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.

### **General Condition**

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 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.

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.

The contractor to closely coordinate with the relevant authorities for the compliance and standards required, and update all the progress activities to the Officer in charge.

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. All roof sheets and screws shall be compliant to relevant Australian Standard and National Building Code of Fiji.

The contractor shall declare all the sub-contractors used in completion of the works and FEA financial terms are applicable to these works,

## **Scope of Works**

### **Office, Store Room, Quarters, Ablution, Gym and Hall Works**

#### **A. General Refurbishment and Maintenance**

1. Allow for repair works to any damage or defective interior and exterior walls, damage or defective Ceilings, any damage or defective wall & ceiling skating, purlin and overhang rafters. Allow for replacement of all marked, cracked & damaged floor tiles with appropriate matching tiles and bedroom rugs. Allow repairs to be undertaken to provide fully water tight structures.
2. Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting. Remove all cob webs. Allow cleaning of roof, varena and walkway cladding using a high pressure water blaster and prepare the surface for painting. Replace the exterior cladding as where damage with cement fiber sheet, rotten or missing exterior hand rails and framing or cladding timber and replacement of rusted and damaged roofing iron with new roofing iron and screws.
3. Apply paint and varnish where required to the interior building walls. Apply single undercoat and two finishing coat to walls, frames, facer boards, eaves, ceiling, doors, window frames, hurricane shutters to match FEA selected colours. For the exterior structure (roof and walls I-Beam frame), treat the surface with corrosion where applicable with approved rust treatment and apply single coat and two finishing coat with appropriate Exterior Apco Weather Block Paint System and epoxy paint the concrete entrance ways. Interior and exterior painting works to be done with FEA selected colors using Apco Weather Block Paint System.
4. Replace any broken glass, missing blades, Mosquito netting & screens, frames or windows and repair all damaged windows, window frames and rails where necessary and replace with aluminum frames. Replace damage insulation papers & butter mesh, rusted gutters and down pipes. Replace curtain and curtain rails, white board, damaged room drawers and channels, hot water tank stand, damaged wardrobe mirrors, shelves, notice board and office table and chairs where applicable.
5. Allow for repair/replace and repaint or varnish all doors, repair/replace door mechanisms (door closures) door frames and screen doors. Replace all door locks with the existing type and provide keys for the individual unit.

6. For ablution, Supply and install new showers and taps along with hot water heaters, exhaust fans, shower mixer & rose, shower curtain & rails and towel rails & hooks. Replace all tap ware and fittings with chrome plated tap ware and fittings (this includes all bathroom and kitchen taps and fittings), toilet and cistern and provide toilet roll holder.

## **B. Electrical Works**

1. Replace internal wiring to current standards and provide internal switchboard with the required RCD breakers. External lights shall have an IP rating of IP54
2. Replace all interior and exterior lights (tube lights with LED), light switches and power points along with all light fittings for complete wiring.
3. Supply and Installation of flood lights and corridor lights with day light sensors

## **Gym**

### **A. General Refurbishment and Maintenance**

1. Allow for repair works to any damage or defective interior and exterior walls, damage or defective Ceilings, any damage or defective wall & ceiling skating, purlin and overhang rafters. Allow for replacement of all marked, cracked & damaged floor tiles with appropriate matching tiles. Allow repairs to be undertaken to provide fully water tight structures.
2. Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting. Remove all cob webs. Allow cleaning of roof, varena and walkway cladding using a high pressure water blaster and prepare the surface for painting. Replace the exterior cladding as where damage with cement fiber sheet, rotten or missing exterior hand rails and framing or cladding timber and replacement of rusted and damaged roofing iron with new roofing iron and screws.
3. Apply paint and varnish where required to the interior building walls. Apply single undercoat and two finishing coat to walls, frames, facer boards, eaves, ceiling, doors, window frames, hurricane shutters to match FEA selected colours. For the exterior structure (roof and walls I-Beam frame), treat the surface with corrosion where applicable with approved rust treatment and apply single coat and two finishing coat with appropriate Exterior Apco Weather Block Paint System and epoxy paint the concrete entrance ways. Interior and exterior painting works to be done with FEA selected colors using Apco Weather Block Paint System.

4. Replace any broken glass, missing blades, Mosquito netting & screens, frames or windows and repair all damaged windows, window frames and rails where necessary and replace with aluminum frames. Replace damage insulation papers & chicken mesh, rusted gutters and down pipes. Replace curtain and curtain rails.
5. Allow for repair/replace and repaint or varnish all doors, repair/replace door mechanisms (door closures) door frames and screen doors. Replace all door locks with the existing type and provide keys for the individual unit.
7. Allow for repair works in the Kitchen. Repair/replace all cabinets, change hinges and apply new paints and varnish where necessary. Ensure that the kitchen area is tidy and tiling to be done on the counter top and the walls above the counters and sink. Replace Dining table, cooking pots, kitchen knife set sink and taps.

## **B. Electrical Works**

1. Replace internal wiring to current standards and provide internal switchboard with the required RCD breakers. External lights shall have an IP rating of IP54
2. Replace all interior and exterior lights (tube lights with LED), light switches and power points along with all light fittings for complete wiring.
3. Supply and Installation of flood lights and corridor lights with day light sensors  
Supply and installation of two burner cooking stoves

## **Staff Quarters**

### **A. General Refurbishment and Maintenance Works**

1. Allow for repair works to any damage or defective interior and exterior walls, damage or defective Ceilings, any damage or defective wall & ceiling skating, purlin and overhang rafters. Allow for replacement of all marked, cracked & damaged floor tiles with appropriate matching tiles and bedroom rugs. Allow repairs to be undertaken to provide fully water tight structures.
2. Chemically clean the entire surface with Moss and Mould killer – to prepare the surface for painting. Remove all cob webs. Allow cleaning of roof, varena and walkway cladding using a high pressure water blaster and prepare the surface for painting. Replace the exterior cladding as where damage with cement fiber sheet, rotten or missing exterior hand rails and framing or cladding timber and replacement of rusted and damaged roofing iron with new roofing iron and screws.



3. Apply paint and varnish where required to the interior building walls. Apply single undercoat and two finishing coat to walls, frames, facer boards, eaves, ceiling, doors, window frames, hurricane shutters to match FEA selected colours. For the exterior structure (roof and walls I-Beam frame), treat the surface with corrosion where applicable with approved rust treatment and apply single coat and two finishing coat with appropriate Exterior Apco Weather Block Paint System and epoxy paint the concrete entrance ways. Interior and exterior painting works to be done with FEA selected colors using Apco Weather Block Paint System.
4. Replace any broken glass, missing blades, Mosquito netting & screens, frames or windows and repair all damaged windows, window frames and rails where necessary and replace with aluminum frames. Replace damage insulation papers & chicken mesh, rusted gutters and down pipes. Replace curtain and curtain rails, damaged room drawers and channels, hot water tank stand, damaged wardrobe mirrors and shelves.
5. Allow for repair/replace and repaint or varnish all doors, repair/replace door mechanisms (door closures) door frames and screen doors. Replace all door locks with the existing type and provide keys for the individual unit.
6. Allow for repair works in the Kitchen. Repair/replace all cabinets, change hinges and apply new paints and varnish where necessary. Ensure that the kitchen area is tidy and tiling to be done on the counter top and the walls above the counters and sink. Replace Dining table, cooking pots, kitchen knife set sink and taps.
7. Allow for construction of vehicle parking shelter for quarters 1, 4 and 5

## **B. Bathroom, Plumbing and Drainage Works**

1. Remove all damaged wall tiling and re-tile with similar appropriate tiles
2. Supply and install new showers and taps along with hot water heaters, exhaust fans, shower mixer & rose, shower curtain & rails and towel rails & hooks. Replace all tap ware and fittings with chrome plated tap ware and fittings (this includes all bathroom and kitchen taps and fittings), toilet and cistern and provide toilet roll holder.
3. Clean floor tiles and replace any damaged floor tiles with similar tiles. Replace damaged or stained sinks and laundry tubs. Clean and re-use good melamine bench tops, sinks and laundry tubs.
4. Ensure all pipe penetrations are vermin and weatherproof. Complete all necessary repairs to existing pipework to convey waste water and grey water to the existing septic tank system along with the leakages
5. Check all sewer lines and clean as necessary and empty all septic tanks in the entire FEA compound.

6. Repair all damaged guttering and install guttering above all entrance ways where this is not in place.
7. Clean out all exterior drainage channels.

**C. Supply and Installation works**

1. Supply and installation of new electric oven, cooktop and microwave (Samsung, Panasonic)
2. Supply and installation of new washing machine and new dryer (vent to exterior of the building) – (Samsung, Panasonic, Whirlpool)
3. Supply of beds and inner spring mattress (size and number will finalize at site visit)
4. Supply and install corridor lights with day light sensor
5. Supply and install flood lights on each side of the quarters with day light sensor
6. Supply and installation of TV Racks with 42" LED TV screen – (Samsung, Panasonic, Sony, LG)
7. Supply of new 3 piece sofas set
8. Supply and installation of room heaters

**D. Electrical Works**

1. Replace internal wiring to current standards and provide internal switchboard with the required RCD breakers. External lights shall have an IP rating of IP54
2. Replace all interior and exterior lights (tube lights with LED), light switches and power points along with all light fittings for complete wiring.



**Maintenance and Refurbishment Works at FEA’s Monasavu Compounds**

**Pricing Schedule**

**1. Office, Store room, Ablution and Hall**

<b><u>Bill 1 of 1: General Refurbishment and Maintenance Works</u></b>				
<b>Item Number</b>	<b>Cost \$ (V.I.P Currency: <u>FJD</u>)</b>			
	<b>Office</b>	<b>Store Room</b>	<b>Ablution</b>	<b>Hall</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>Total Cost</b>				

(Note: Total of Bill 1 will be addition of the Total Cost of Office, Store Room, Ablution and Staff Quarters)

**TOTAL OF BILL 1: \$** \_\_\_\_\_

<b>Bill 2 of 1 : Electrical Works</b>				
<b>Item Number</b>	<b>Cost \$ (V.I.P Currency: <u>FJD</u>)</b>			
	<b>Office</b>	<b>Store Room</b>	<b>Ablution</b>	<b>Recreation Centre</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>Total Cost</b>				

(Note: Total of Bill 2 will be addition of the Total Cost of Office, Store Room, Ablution and Staff Quarters)

**TOTAL OF BILL 1: \$** \_\_\_\_\_

**2. Gym**

<b>Bill 1 of 2: General Refurbishment and Maintenance Works</b>	
<b>Item Number</b>	<b>Cost \$ (V.I.P Currency: <u>FJD</u>)</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	

**TOTAL OF BILL 1 of 2: \$** \_\_\_\_\_

<b>Bill 1 of 2: General Refurbishment and Maintenance Works</b>	
<b>Item Number</b>	<b>Cost \$ (V.I.P Currency: <u>FJD</u>)</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>TOTAL OF BILL 2 of 2: \$ _____</b>	

**3. Staff Quarters**

<b>Bill 1 of 3 : General Refurbishment and Maintenance Works</b>					
<b>Item Number</b>	<b>Cost \$ (V.I.P Currency: <u>FJD</u>)</b>				
	<b>Staff Quarters</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>Total Cost</b>					
<b>(Note: Total of Bill 1 of 3 will be addition of the Total Cost of each Staff Quarters)</b>					
<b>TOTAL OF BILL 3: \$ _____</b>					

**Bill 2 of 3 : Bathroom, Plumbing and Drainage Works**

Item Number	Cost \$ (V.I.P Currency: <u>FJD</u> )				
	Staff Quarters				
	1	2	3	4	5
1					
2					
3					
4					
5					
6					
7					
<b>Total Cost</b>					

(Note: Total of Bill 2 of 3 will be addition of the Total Cost of each Staff Quarters)

**TOTAL OF BILL 3:** \$ \_\_\_\_\_

**Bill 3 of 3 : Supply and Installation Works**

Item Number	Cost \$ (V.I.P Currency: <u>FJD</u> )				
	Staff Quarters				
	1	2	3	4	5
1					
2					

3					
4					
5					
6					
7					
8					
9					
<b>Total Cost</b>					

(Note: Total of Bill 3 of 3 will be addition of the Total Cost of each Staff Quarters)

**TOTAL OF BILL 3:** \$ \_\_\_\_\_

**Bill 4 of 3 : Electrical Works**

Item Number	Cost \$ (V.I.P Currency: <u>FJD</u> )				
	Staff Quarters				
	1	2	3	4	5
1					
2					
<b>Total Cost</b>					

(Note: Total of Bill 4 of 3 will be addition of the Total Cost of each Staff Quarters)

**TOTAL OF BILL 3:** \$ \_\_\_\_\_

**NB- All electrical works shall only commence after seeking FEA approval and all works to be done according to FEA current safety standards.**

**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 20<sup>th</sup> September, 2017**

**Site Visit: FEA's Monasavu Power Station at 11.00am on Wednesday 6<sup>th</sup> September, 2017**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**TENDER No. MR 217/2017**

**Maintenance & Refurbishment Works at FEA's Monasavu Compounds**

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**