

BIDDING DOCUMENT

MR 17/2018

PREFERRED CONTRACTOR FOR SMALL SCALE TRENCHING WORKS IN THE CENTRAL DIVISION

Note:

1. Bidders to provide 2 hardcopies of tender bid.
2. Safety Plan for trenching works to be included in tender bid, and will be part of evaluation.
3. Cable Jointer Certificate to be included in tender bid.
4. Safety Report for 2016 and 2017 to be submitted with tender.
5. Contractor shall provide photo ID of all employees who will be working on the trenching works, clearly indicating their Employment/FNPF number and Job Description.

HSE REQUIREMENTS

The following documents are to be submitted with the Tender:

- 1) HSE41C02 – Contractor Tender HSE Management System Questionnaire
- 2) HSE41C04 – Contractor Health and Safety Plan
- 3) HSE41C11 – Contractor JSA & Risk Assessment Form
- 4) HSE41C12 – Contractor Plant and Equipment Register

PURPOSE AND DESCRIPTION OF THE TENDER

The preferred supplier is to supply the Fiji Electricity Authority with the required services of carrying out small scale trenching works (not exceeding 100mtrs) for a period of two (2) years as and when required. The bidder's proposal shall address all specification and provide sufficient information and supporting documentation in order to determine compliance with FEA and FRA (Fiji Roads Authority) standards. The contractor is also required to respond to emergency calls and be on standby 24/7 x 365days of the year. The Fiji Electricity Authority is therefore requesting proposal from Interested Contractors to provide Small Scale Trenching works in the Central Division for non-project works. FEA is looking for:

- 2 x Preferred Suppliers/Contractors for general trenching works

Eligibility/Selection Criteria of the Bidding Contractor

The Contractor shall have a good knowledge of the subject area. Contractor shall also be familiar with the contents of the Authority's "Safety Manual". The Contractor shall take all necessary precautions to prevent any damages to the FEA assets and private properties in the area. The Bidder shall submit the names/contacts of utilities or projects where they have previously undertaken such work required by this Tender. A minimum of **1 cable jointer** to supervise trenching works is required per site. Moreover, the contractor needs to comply with FRA standard for Traffic Management materials.

The following table must be filled and submitted with the tender bid.

Particulars	FEA Comment	Bidder's Response
Safety Manual	Bidder to state date of last safety manual refresher attended	
HV cable trenching works done	Bidder to state a minimum of 5 trenches done for 6600V – 11000V underground cables (projects/cable faults) in the last 2 years	
33kV Trenching works	Bidder to state a minimum of 2 projects undertaken for underground 33000V cable in the last 5 years	
Trenching near live cable	Bidder to state at least 5 trenches they have carried out in the past 5 years near live cables (project/cable fault)	
Cable Jointer	Cable jointer details to be provided – Name, Certificate Copy/License Copy, Experience	
Carriageway (road) trenches	Bidder to specify a minimum of 3 road crossing trenches done in accordance with FRA standards in the last 2 years	

Traffic Management Apparatus	Quantity
Cones	
Bollards	
Stop/Go Sign	
Men at work sign	
Open trench sign	
Mesh barricading tape	
30km/hr sign	
50km/hr sign	
End of Works sign	

Submission Checklist		
	Particulars	Contractor Comment
1.	2 Hard Copies of Tender Bid provided	Yes/No
2.	Cable Jointer Certificate provided	Yes/No
3.	Safety Report for 2016 and 2017 provided	Yes/No
4.	All employee name, FNPF number, Job Description and experience provided	Yes/No
5.	HSE41C02 – Contractor Tender HSE Management System Questionnaire submitted	Yes/No
6.	HSE41C04 – Contractor Health and Safety Plan submitted	Yes/No
7.	HSE41C11 – Contractor JSA & Risk Assessment Form submitted	Yes/No
8.	HSE41C12 – Contractor Plant and Equipment Register submitted	Yes/No
9.	Agreement to scope of work	Yes/No
10.	Registration detail of company provided (business license copy)	Yes/No
11.	TAX Compliance certificate provided	Yes/No
12.	FNPF Compliance certificate provided	Yes/No
13.	Contractor's Risk Insurance Policy copy provided	Yes/No
14.	Public Liability Insurance Policy copy provided	Yes/No
15.	Worker's Compensation Insurance Policy copy provided	Yes/No
16.	OHS Company Policy provided	Yes/No
17.	List of tools, equipment, machines and safety gears provided	Yes/No
18.	List of Traffic Management Equipment provided	Yes/No

1. Contract Price:

The Contractor shall submit the lump sum VEP price in Fijian currency to carry out the following works. The Contractor shall submit his price for the trenching works in terms of per cubic meter in 3 different categories:

- Grass and soil area trenching
- Concrete trenching
- Carriage Way/ Tarseal road trenching

The following tables are to be filled with the bids and submitted with the bid.

Trenching & Backfilling			
	Grass and soil	Concrete	Carriageway/Tarseal
VEP Price (per m ³) From Nausori Area – Davuilevu (till Mobil Service Station)			
VEP Price (per m ³) From Davuilevu (after Mobil Service Station) – Suva Area (before Lami Town)			
VEP Price (per m ³) From Lami Town – Pacific Harbour			

Note: cubic metre is calculated by multiplying the length, width and depth of trench

The contractor is to also quote for cable pulling as an addition to trenching works. The bid price is to be stated in VEP FJD for every metre of cable pulled inclusive of charges for transportation of cable from Kinoya Depot.

Cable Transportation and Laying		
	For cables not requiring cable drum with stand	For cables requiring cable drum and stand
VEP Price (per m) From Nausori Area – Davuilevu (till Mobil Service Station)		
VEP Price (per m) From Davuilevu (after Mobil Service Station) – Suva Area (before Lami Town)		
VEP Price (per m) From Lami Town –		

Pacific Harbour		
------------------------	--	--

For concrete trenching works, the bidder is required to give full reinstatement costs in the table below. All materials relevant to concrete reinstatement shall be provided by the bidder. The footpath and driveway shall be reinstated on an estimated 4-inch-thick concrete fill. The prices shall be based on the area covered per square metre.

Reinstatement		
	Footpath	Standard Driveway
VEP Price (4" average fill with 1mtr² area covered)		

For the duration of the trenching works and a week after the trench works have been completed without backfilling, the contractor shall provide for the barricading and appropriate signboards at the contractor's cost. After 1 week if the trench is still required to be left open by FEA, then the contractor shall charge on a daily basis for the barricading service.

Barricading and Traffic Management Apparatus		
	Within the First Seven Days (seventh day inclusive)	After Seventh Day (Day 8 and onwards)
VEP Price (per day)	Free of charge	

2. Scope of Work

The contractor shall be required to carry out the following works with respecting to trenching:

- Transport materials (sand/base coarse) to site from Kinoya Depot
- Transport excavated materials from site to Kinoya Depot
- Carry out trenching
- Laying of conduit as and where required (conduit supplied by FEA)
- Barricade trench as per FEA and FRA requirements and standards
- Maintain trench while it is open for a period of 1 week
- Sand bed trench
- Backfill trench as per FEA and FRA requirements and standards

The contractor shall be required to carry out the following works with respect to cable laying and pulling:

- Transportation of cable only or cable with drum stand to site from Kinoya Depot
- Return of Cable only or cable with drum stand to Kinoya Depot from site
- Pulling of cable as per FEA requirements and standards

The contractor shall be required to carry out the following works with respect to concrete reinstatement:

- Procure relevant materials (cement, gravel, water, steel rods, etc.)
- Carry out the complete reinstatement and furnishing of the damaged concrete
- Maintain the area while the concrete works is in progress till cured

3. Other Details

The following additional information is required with the bid:

- Registration details of the company (business licence, TIN number)
- Occupational Health & Safety Policy of the company.
- Names, Certificates and work experience of employees.
- List of tools, equipment, machines and safety gears.
- List of Traffic Management equipment
 - number of cones
 - number of bollards
 - number of lollipop (stop/go sign)
 - number of road signs:
 - men at work sign
 - Open trench sign
 - mesh barricading tape
 - 30km/hr, 50km/hr, 60km/hr, 80km/hr sign
 - works end sign

C: CONTRACTOR REQUIREMENTS

1. **Tender Bid** – Contractor shall submit a firm lump sum VEP bid for the stated categories.
2. **Standards** – All construction work shall be in compliance with FEA and FRA standards and safe work practices. Moreover, the contractor needs to comply with **FRA standard for Traffic Management materials which include cones, road signs, mesh barrier fence, lolly pops etc.**
3. **HSE Compliance** – The tender bid shall include all requirements from the FEA HSE Contractor Safety Management System. These will be evaluated by the FEA's HSE Unit. Tender bids with incomplete, unacceptable, or without the HSE requirements will not be considered for award.
4. **Safety Record** – Tender bid shall include a brief report on Safety performance over the last two years. The report shall include all incidents and accidents.
5. **Sub-contracting** – Subcontracting shall not be permitted, except where this is specifically presented in the tender bid, and only upon approval by FEA. Subcontractors shall be required to fulfil all requirements as if they were the contractor.
6. **Scope of works** - Work involved in this contract is broadly classified into three phases, and progress payments shall be processed accordingly. Refer to Clause 2 – Scope of Work for further details.
 - i) Ducting, trenching
 - ii) Cable installation
 - iii) Backfilling trench after completion of work.
7. **Contact** - Contractor shall have a valid postal address, Office phone/fax/e-mail contact. The Principal shall be available by mobile phone at any time.
8. **Training** – Contractor shall ensure his employees have attended FEA Safety Manual Training at least once in the past 6 months, and records of this shall be submitted with the tender bid. In the event that the training has not been carried out, the Contractor shall ensure these training is carried **PRIOR** to induction for new project at no cost to FEA.
9. **Ground condition** – Contractors are to note that sub-soil comprises soapstone and could contain other services like Telecom Fiji Ltd, Water & Sewerage, etc.
10. **Invoicing** – Contractor shall submit details of work completed to allow prompt approval of invoice.
11. **Safety Induction** - A Job Safety Analysis (JSA) must be conducted before start of trenching work.

12. **Instruction to Commence Work** - Contractor shall NOT commence work on site unless an "Instruction to Commence Work" has been received from FEA.
13. **Accident Reporting** – All accidents and incidents shall be reported immediately to FEA using approved forms available in the FEA Safety Plan Template, or equivalent.
14. **Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
15. **Transportation of material** – Transporting sand, base coarse, conduits and cables from Kinoya depot to respective work site and return of material is the responsibility of contractors as stated in Clause 2 – Scope of Work above.
16. **Security** - Contractor shall be responsible for the safekeeping of all materials at work site, and will be required to pay for damage and/or loss.
17. **Damage to property** – The Contractor shall ensure that there is no damage to roadways, footpaths, drains, water-courses, properties and other services. The Contractor shall make good to the satisfaction to the owner any damage caused by the contractor.
18. **Portable signboards** - Portable signboards must be placed at 50m intervals and as per FRA and FEA requirements for roadside or on road trenching.
19. **Traffic and Pedestrian Control** – The Contractor shall ensure that there is minimum disruption to the flow of traffic and pedestrian. FEA procedures on Traffic Control and Pedestrian Control shall be diligently exercised.
20. **Worksite protection** - Bollards/cone must be placed at 10m intervals.
21. **Barricades** - Open trench/pole-hole is to be baricaded on a full time basis by the Contractor. **(Barricading Materials to be provided by contractors).**
22. **Credit of surplus material** – The contractor shall transport and credit all unused materials to Kinoya Stores.
23. **Defects Rectification** – The contractor shall rectify all defects within seven (7) days relative to the particular trenching works.
24. **Trench completion** – The contractor shall complete work on time as per discussion and agreement with FEA before commencement of any trenching works.
25. **Trenching progress** – If the Contractor fails to proceed with the works with reasonable diligence or suspends the works or refuses to comply with the reasonable direction from FEA by reason of which the works are materially affected and any such default continues for a period of seven (7) days after the issue of written notice, FEA may itself call any other person to complete the works at the Contractor's risk and expense.



26. **Safe Work Procedure Training** - Contractor must have completed Distribution Safe Work Procedure training.

D : FEA REQUIREMENT

- FEA shall obtain Road/footpath opening permits.
- FEA shall obtain clearance from Municipal Council, Telecom Fiji Ltd, Water Supply Department, and Sewerage Department.
- FEA's HSE Unit shall vet Safety Plan submitted by Contractor and approve after queries clarified by Contractor.
- FEA shall assist in ensuring that any FEA underground mains on the jobsite is located, marked and identified to the Contractor.
- FEA shall carry out regular site inspections to ensure compliance with HSE requirements, and submit Safety Visit Reports of the visit.
- FEA shall issue Non-Conformance Report if required, and follow up for verification of implementation of Action Items arising out of the Non-Conformance Report.

F. Standard HV Cable Trench

Tender Submission - Instruction to bidders

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 (1600hrs) on Wednesday 31st January, 2018.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender – MR 17/2018 – Preferred Supplier for Small Scale Trenching Works in the Central Division

**The Secretary Tender Committee
Fiji Electricity Authority
Head Office
Suva
Fiji**

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked enveloped and envelopes without bidder's name and address on the reverse on the envelope will be returned to the Tenderers unopened.

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