

TENDER DOCUMENT

PROJECT: VEGETATION MANAGEMENT

NABORO FEEDER

MR 131/2018

COMPULSORY SITE VISIT: 9AM 20/03/18, FEA KINOYA DEPOT

TENDER CLOSING: 4PM, 28/03/18

NOTE: TWO COPIES OF TENDER BID ARE TO BE SUBMITTED

1. Scope of Works

Tenders are invited for Vegetation Management Works on Naboro Feeder. Bids are to be submitted for stages as tabulated below:

Stage	Location	Price (VIP)
1	Between Isolator I 143 (behind Wailekutu Zone Substation) ,ABS 153 (behind Wailekutu Zone Substation), Isolate I913 (after Bilo Road, Veisari) to ABS 55 (Naimataga Settlement, Navesi) – Excludes whole of Muaivuso Road to End of Line from F1331 on road junction	
2	F1331 to EOL - Whole of Muaivuso Road to End of Line – Muaivuso and Namakala	
3	ABS 55 (Naimataga Settlement, Navesi) to ABS 56 (Near Fiji Naval Base, Togalevu)	
4	ABS 56 (Near Fiji Naval Base, Togalevu) to ABS 57 (Wainadoi Settlement, past Crest Chicken Farm Road)	
5	ABS 57 (Wainadoi Settlement, past Crest Chicken Farm Road) to ABS 94 (Namelimeli)	

All side roads are inclusive in the VM region between the stage isolation points specified.

Note:

- a) Vegetation clearing to be carried out within 30m of Fiji Electricity Authority (FEA) power lines, and any other tree specifically identified during the site visit. Bid shall include clearing of vegetation debris from work site.
- b) All required HSE documents need to be submitted as part of Contractors bid.
- c) Clear ALL vegetation growth where possible by the root/ground
- d) Clear ALL cut trees, branches and debris.
- e) Pole base clearing for poles and ground/fly stay of all creepers and grass for each pole 3mtr x 3mtr. Spraying of weedicide to also be carried out around pole and stay bases in all 3 rounds of VM.
- f) Vegetation Management will be done in 3 rounds;
 - a. 1st round – 10mtr cleared from either side of line with all undergrowth

within 1st 6months of issue of LPO

Note: Any SAIDI (unplanned shutdown) occurred due to Vegetation after 6months of VM clearance (1st Round) already executed, the cost of the unplanned shutdown shall be deducted from the contractual amount of bid from the awarded bidder.

- b. 2nd round – 20mtr cleared from either side of line with all undergrowth between the 7th and 12th month of issue of LPO
- c. 3rd round – 30mtr cleared from either side of line with all undergrowth the 13th and 18th month of issue of LPO

2. Commencement and Completion of Works

- a) Latest date for commencement of the works: 7 days from issue of LPO.
- b) Date for final completion of the works: 365 days from issue of LPO.

- 3. For the purpose of supervising the contract on behalf of the Authority, references in the General Conditions to the Authority shall include the Unit Leader Distribution Central or his designated officer. The Project Manager shall be the Unit Leader Distribution Central and the Project Engineer shall be the Distribution Engineer Central. The Project Supervisor shall be assigned prior to the Induction.

4. Insurance

- (a) Contractor's risk \$500,000.
- (b) Public Liability \$500,000.
- (c) Worker's Compensation \$250,000.

The contractor shall indemnify FEA against any claims for liability, injuries, losses, damages etc that may arise during the execution of the works.

5. Liquidated and ascertained damages

Agreed liquidated damages (LDs) shall be payable by the Contractor for failure to achieve the required **Time of Completion** or by any extended time allowed by the FEA. The Agreed liquidated damages will be \$200.00 per day of delay.

Any extension of time will be agreed upon by The Project Manager and the Contractor. Such extension of time will be reduced in writing and communicated to the Contractor by FEA.

6. Defects Liability period

Defect liability period shall be 6 months from the completion of the work.

7. Retention Fund

- (a) Limit of retention fund: Nil
- (b) Nature of retention fund: N/A

(c) Release of retention fund: N/A

8. CONTRACTOR REQUIREMENTS

- a) **Tender Bid** – Contractor shall submit a firm bid clearly indicating a lump sum VIP price.
- b) **Site Visit** – Contractor shall participate in a site visit which is compulsory. Bids from tenderers who do not participate in the site visit shall be disqualified.
- c) **Standards** – All vegetation management work shall be in compliance with FEA Vegetation Management Policy.
- d) **Vegetation clearing** –. Vegetation, which at a mature height will exceed 2m in height and will be within falling distance from the FEA lines are to be removed.
Vegetation debris shall be disposed off neatly at a location agreed to by FEA. No debris shall be left by the roadside, or blocking drains. In the event vegetation is not disposed of promptly, FEA shall organize alternative contractors to dispose the same and the cost shall be deducted from the contract sum.
- e) **Safety Plan** – The tender bid shall include a Safety Plan that will be evaluated by the FEA's HSE Unit. Tender bids with incomplete, unacceptable, or without a Safety Plan will not be considered for award.
- f) **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.
- g) **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.
- h) **Scope of works** - Work involved in this contract is broadly classified into two phases, and progress payments shall be processed accordingly.
 - i) Vegetation Clearing
 - ii) Disposal of vegetation debris
- i) **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.
- j) **Work Program** - Contractor shall submit a work programme before starting of project. This shall be part of the contract. Work shall commence within seven (7) days after receiving an official FEA Local Purchase Order.
- k) **Training** – Contractor shall ensure his employees have attended training on the

following within the past 6 months :

- FEA Safety Manual Training
- FEA Vegetation Management Policy,

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 are carried **PRIOR** to induction for new project.

- l) **Chainsaw Operator** – Contractor shall ensure that the project has one Certified Chainsaw Operator certified by the Department of Forests. Records of these personnel shall be submitted with the tender bid.
- m) **Invoicing** – Contractor shall submit details of work completed to allow prompt approval of invoice.
- n) **Safety Induction** - A Safety induction must be conducted before start of vegetation management work. **Contractor shall ensure that all employees who work on the project attend the Safety Induction. All contractor employees are to present a valid company ID card clearly showing a current photo, employee name, employee date of birth and employee job description.**
- o) **Instruction to Commence Work** - Contractor shall NOT commence work on site unless an “Instruction to Commence Work” has been received from the Project Manager.
- p) **Signboards** - One signboard (6’X 4’) must be erected at the start of the works and one at the end of the works clearly stating :

<p style="text-align: center;">DANGER</p> <p>PROJECT: VEGETATION MANAGEMENT– Naboro Feeder</p> <p>CONTRACTOR:</p> <p>VEGETATION MANAGEMENT WORK.</p> <p>Driver please reduces speed. Pedestrians please use other footpath/side of road</p> <p>THANKS</p>
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All other signboards must be placed at appropriate locations as per FRA requirements.

- q) **Accident Reporting** – All accidents and incidents shall be reported immediately to FEA using approved forms available in the FEA Safety Plan Template, or equivalent.
- r) **Project Updates** - Contractor shall meet with FEA Project Manager, Project

Engineer and Project Supervisor on a weekly basis to discuss project progress and bottlenecks. These meetings shall be minuted for records, and circulated to the appropriate stakeholders.

- s) **Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
- t) **Consent for Vegetation clearing** – no vegetation shall be cleared unless specific instruction to do so has been received from the Project Supervisor. Notwithstanding this, the contractor shall inform the tree owner that he is required to clear the tree, and shall obtain the owner's confirmation that he has five FEA his consent to remove the tree, prior to proceeding with cutting the tree.
- u) **Fires** – No fires are to be lit at jobsites for the purpose of clearing vegetation or vegetation debris.
- v) **Village Protocols** – the contractor shall comply with protocols involved in working on land owned by Indigenous Fijians to ensure smooth work progress.
- w) **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 at their cost.**
- x) **Portable signboards** - Portable signboards must be placed at 50m intervals.
- y) **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.
- z) **Worksite protection** - Bollards/cone must be placed at 10m intervals.
- aa) **Jobsite Safety Assessment** - Contractor to carry out Jobsite Safety Assessment daily, and as and when required, and submit these to FEA on a weekly basis.
- bb) **Contractor HSE Compliance** - Contractor shall comply with FEA/Contractor HSE Manual at all times.
- cc) **Defects Rectification** – The contractor shall rectify all defects within seven (7) days as per contract.
- dd) **Project completion** – The contractor shall complete work on time as per contract.
- ee) **Project 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.

- ff) **FEA/Contractor HSE Manual** - Contractor shall comply with FEA/Contractor HSE Manual at all times.

9. FEA Requirements

- a) FEA's HSE Unit shall vet Safety Plan submitted by Contractor and approve after queries clarified by Contractor.
- b) FEA Project Supervisor and Project Engineer shall carry out regular site inspections to ensure compliance with HSE requirements, and submit Safety Visit Reports of the visit.
- c) FEA Project Supervisor and Project Engineer shall issue Non-Conformance Report if required, and follow up for verification of implementation of Action Items arising out of the Non-Conformance Report.

10. PAYMENT SCHEDULE

Payment shall be made as per payment schedule:

Phase	Description	Percentage payment
1	First Progress Payment (50% completion of work – round 1)	15%
2	Second Progress Payment (100% completion of work – round 1)	15%
3	Third Progress Payment (50% completion of work – round 2)	15%
4	Fourth Progress Payment (100% completion of work – round 2)	15%
5	Fifth Progress Payment (50% completion of work – round 3)	20%
6	Sixth Progress Payment (100% completion of work – round 3)	20%
7	Retention	zero

Progress payments may be made, but shall not exceed the value of work completed.

TECHNICAL EVALUATION CRITERIA

The following table is to be filled and returned with tender bid.

Criteria	FEA Requirement	Bidder's Reply
Experience with FEA	At least 2 VM jobs done	
Capability to complete task (Labour names with details)	1 chainsaw operator with 5 other VM authorized personnel per team (Minimum 2 Teams Required)	
Insurance Policy	Contractors risk - \$500K Public Liability - \$500k Worker's Compensation - \$250k	
FEA Contractor Tender HSE Management system Questionnaire - HSE41C02	Complete and return document	
FEA Contractor Health and Safety Plan - HSE41C04	Complete and return document	
FEA Contractor JSA & Risk Assessment Form - HSE41C11	Complete and return document	
Contractor Plant and Equipment Register - HSE41C12	Complete and return document	
Clearing of all VM debris	All VM debris to be cleared and disposed at a location agreed by FEA	
3 Rounds of VM (Clause 1 part f)	Compliance with 3 rounds of VM	
3 rounds of spraying (Clause 1 part e)	Compliance with 3 rounds of spraying	
Chainsaw Operator Certificate	Copies of certificate to be provided	
VM Certificate	All VM ID card copies with detail required for staff expected to carry out VM	
Site Visit Attended	Compulsory for site visit	
Fiji Revenue & Customs Service Tax Compliance Certificate to be given with bid	Compulsory document to be submitted with bid	
FNPF compliance certificate to be given with bid	Compulsory document to be submitted with bid	

Proof of good workmanship	Agreement to deduction from contractual amount the equivalent cost incurred due to unplanned outage as a result of VM after full completion of 1 st round of VM	
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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.

COMPULSORY SITE VISIT: 9AM 20/03/18, FEA KINOYA DEPOT

This tender closes at 4.00pm (1600hrs) on Wednesday 28th March, 2018.

Each tender shall be sealed in an envelope with:
The envelope bearing only the following marking:

**Tender – MR 131/2018 – Naboro Feeder VM
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.**

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company Name: _____

(Attach copy of Registration Certificate)

2. Director/Owner(s): _____

3. Postal Address: _____

4. Phone Contact: _____

5. Fax Number: _____

6. Email address: _____

7. Office Location: _____

8. TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only)

9. Company Registration Number: _____

(Attach copy of the Business License)

10. FNPF Employer Registration Number: _____

(For Local Bidders only)

11. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____