Energy Fiji Limited

Tender Document

High Voltage Zone Substation Weed Management and Cleaning

Tender #: MR 431/2018

Tender Closing Date: 1600hrs, Wednesday, 9th January, 2019.

Invitation to Bid MR 431/2018

HIGH VOLTAGE ZONE SUBSTATION WEED MANAGEMENT AND CLEANING

Energy Fiji Limited ("EFL") invites Bids from eligible, qualified and capable companies for High voltage Zone Substation Weed Management and Cleaning services for all of its High Voltage zone substations.

Interested bidders, please address your queries or questions in writing at the address given below:

Mr. Abdul Nasim,
Unit Leader Strategic Procurement, Inventories and Properties
Supply Chain Office,
2 Marlow Street, Private Mail Bag,
Suva
or email: Abduln@efl.com.fj

SECTION I - INSTRUCTIONS TO BIDDERS

***Notes to Bidders**: This section provides detailed information necessary for Bidders to prepare their Bids, in accordance with the requirements specified by EFL. It also provides information on Bid submission, opening, evaluation and the award of contract.*

1. Scope

The entity of EFL specified above invites bids for High voltage Zone Substation Weed Management and Cleaning services for all of its High Voltage zone substations.

2. Eligibility of Bidders

2.1 This bidding is open to all eligible companies

2.2 EFL in its sole unfettered discretion, can disqualify or otherwise determine ineligible any potential Bidder that the EFL believes is, has been or will be, whether directly or indirectly, engaged in criminal or any other unethical behavior, financially unsound, or otherwise unfit in the EFL's opinion to participate in the bidding exercise.

2.3 A Bidder shall not be eligible to participate in this bidding or in the performance of the contract if the bidder:

- Is bankrupt or being wound up, is having its affair administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters or is in any analogous situation arising from a similar procedure provided in national legislation or regulations.
- Has been the subject of a judgement which has the force of judicator for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the financial interests of EFL.

- Is guilty of misrepresentation in supplying the information required as a condition of participation in this bidding exercise or fail to supply this information.
- Is subject to a conflict of interest.

3. Eligible materials, Equipment and services

3.1 The materials, equipment and services to be supplied under the contract shall have their origin from reputable companies as specified by EFL and from various countries and all expenditures made under the contract will be limited to such materials, equipment and services. Upon request, bidders may be required to provide evidence of the origin of the materials, equipment and services.

3.2 For the purpose of this contract, "services" means the works and all project-related services including design services.

3.3 For the purpose of this contract, "origin" means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing or substantial or major assembling of components, a commercial recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

3.4 The materials, equipment and services to be supplied under the contract shall not infringe or violate any industrial property or intellectual property rights or claim of any third party.

4. Bid Prices

4.1 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid Price of the offered goods.

4.2 The Bidder's separation of price components will be solely for the purpose of facilitating the comparison of Bids by EFL and will not in any way limit EFL's right to contract on any of the terms offered.

4.3 All non-exempt duties, taxes and other levies payable by the Contractor under the Contract/Purchase Order, or for any other cause shall be included in the rates, prices and total Bid price submitted by the Bidder.

5. Bid Currency

5.1 Unless otherwise specified in Section II, the unit rates and Prices shall be quoted by the Bidder's Country of Origin. All local contractors to submit prices in FJD VIP.

6. Period of Validity of Goods

6.1 Unless otherwise specified in Section II, bids shall remain valid for a period of 90 days after the deadline for the receipt of Bids. A Bid valid for a shorter period shall be rejected by EFL as non-responsive.

6.2 In exceptional circumstances, EFL shall may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

Section II - Tender Specifications and Requirements

1. Location of works

Energy Fiji Limited (EFL) is seeking sealed tender proposals from **EFL** certified suitable contractors to carry out monthly weed management in its high voltage zone substations and switchyards yards in the Central, Western, Nadarivatu and Wailoa and Northern Regions which includes inside, outside to perimeter fence, and around electrical substations and associated facilities, cleaning of toilet facilities and inside the substation building. The zone substations are as follows:

Central - 12

Korolevu Substation, Deuba Substation and Switchyard, Wailekutu Substation, Hibiscus Park Substation, Suva Substation, Vatuwaqa Substation, Kinoya 33kV Substation, Kinoya 33/11kV Transformer yard, Sawani Substation and Switchyards, Nausori Substation, Komo Park Substation, Cunningham Rd Substation and Switchyard and Knolly Street Substation.

Western - 16

Sigatoka Substation and Switchyard, Nacocolevu Substation, Butoni Substation, Maro Switchyard, Nabou Substation, Natadola Substation, Momi Substation, Nawai Substation, Sabeto Switching Station, Rakiraki Substation, Qeleloa Substation, Waqadra Substation, Vuda NCC Substation and Switchyard, Vuda RCC Switchyard, Denarau Substation, Pineapple Corner Substation and Switchyard, Lautoka Switching Station, Tavua Substation, Rarawai Substation, Vatukoula Substation and Volivoli Substation.

Wailoa - 5

Nadarivatu Switchyard, Nadarivatu Transformer yard, Wailoa Substation and switching station, Wailoa Transformer yard and Wainikasau yards.

Northern - 4

Dreketi, Savusavu, Seqaqa and Cawaira Substation and Transformer Yard.

Each substation has an internal fence and outside fence within the boundary pegs.

2. Scope – Tender Documents and Tender Administration

2.1. Inside fence to fence (internal fence)

Zone substations provide a big challenge for weed management due to a requirement that the interior of the substations be kept weed-free from fence to fence due to electrical hazard. The internal fenced is housed with power transformers and associated switchgears and galvanized structures.

The land of yard should be treated with such chemicals, which prevents land fertility in the yards permanently and does not degrade the existing copper earthing conductors. In additional all spraying shall be done as such that does not damage the chain link fence in the process. A combination of pre-emergent and post-emergent herbicides is used to control the weeds.

a) Hand pulling of weeds before weeds spray.
b) Remove weed from inside yard and fence.
c) Weed control herbicides on monthly basis
d) Clean and clear all drainage facilities
e) Remove and Dispose as per City/Town Council requirements
f) Ensure all Fence has the signage placed every third post.
g) Check and report for any damage to Fence and Gates by forceful entries
h) Pick up any form of rubbish from ground.

2.2 Outside fence

The management of vegetation outside the substation and associated facilities will include:

a) bare ground management of perimeter roads and parking areas
b) control of weeds throughout property boundaries and outside fence by minimum 1m
c) Mowing and hand pulling of weeds before weeds get large and numerous.
d) Apply Herbicides monthly
e) Clear fence from any weeds and creepers
f) Cut and clear all trees within 10m boundary of the substation Fence.
g) Clean and Clear ALL drainage facilities outside the substation.
h) Ensure flood waters to not enter the Substation boundaries
i) Remove and Dispose as per City/Town Council requirements
j) Check and report for any damage to Fence and Gates by forceful entries

2.3 Cleaning of toilet and wash room facilities

a) Clean all Toilets using Harpic or Jif agent
b) Ensure toilet rolls are available at all times. Supply and replenish as required.
c) Clean hand basin
d) Mop entire area with detergent
e) Ensure the hands cleaning liquid agent is available at all times and hanged on the walls
f) Advice to EFL representative if the toilet not functioning and hand basin is leaking.
g) Ensure refreshners is placed and replaced on a monthly basis.

2.4 Clean and mop inside substation

a) Vacuum all substation floor
b) Broom, Clean Substation walls and Ceiling.
c) Broom, Clean and Mop Substation Floor
d) Ensure all Chequer plates are placed properly
e) Wipe and clean with agents all control panels
f) Ensure not to touch any switches
g) Broom, Clean Substation Storeroom.
h) Broom, clean and mop Substation Battery room.
i) Mop entire area with applicable detergent
j) Report to EFL representative if the following are found :
    a. Water present in the Substation, cable trench Battery and Storeroom
    b. Rats, lizards and insects found in the room
    c. Forceful entries

2.5 Contractors Proposal to provide the following as part of Submission:

1. Methodology and scope to carry out weed management
2. Details Pre-emergent herbicides combined with post-emergent.
3. Procedure to carry out weed spraying using engine driven sprays plants
4. Risk and standards (Health Safety, environment and Control methods)
5. Hazard identification and control procedures
6. Check sheet for completion
7. At least four (4) Employee listing with previous at least 5 years' experience working in a High Voltage Substation.
8. Proper PPE e.g. overall, safety boot, helmet and dusk mask.
9. Contractors must provide list of cleaning equipment.
10. Work Program including day(s) per substation.
11. Insurance policies, tax compliance certificates, FNPF compliance certificates
12. Contractors are requested to provide own transportation
13. Contractors are requested to visit all substations.

2.6 EFL provides

1. "Safety watch", a technician who knows the electrical hazards; accompany them any time they are inside the station.
2. The hazardous areas (inside boundary fence) and non-hazardous (outside boundary fence) designing substation mappings
3. All work to be programmed between the normal time 9am to 4pm
4. Site visits and discussions prior to tender closing dates
5. "weather watch" EFL will decide in consultation with contractors on cancellation of weed spraying as this is always weather dependent
6. Site visit and briefing is scheduled on
    a) Thursday 9am, 27th December, 2018 (Central Substations) – starting from EFL Kinoya Depot and ending at Korolevu

b) Wednesday 9am, 2st January 2019 (Northern Substations) – starting from EFL Cawaira Power Station and ending at Savusavu
c) Monday, 11am 31st December, 2018 (Wailoa, Wainikasou, Nadarivatu) – Starting at EFL Wailoa Switch yard and ending at Nadarivatu
d) Friday, 8.30am 28th December, 2018 (Western region) – starting at EFL Navutu toward Sigatoka.

Section III – PRICE SECEDULE and GENERAL INFORMATION

Price Schedule

All prices quoted are in lump sum per substation Fiji dollars and V.A.T inclusive. Table to be submitted as part of TENDER. The Tender will be awarded for a **36 month period starting from February 2019 to February 2022.**

Total Lump Sum

Region	**Monthly Price (VIP)**
Central	
Western	
Wailoa, Wainikasau and Nadarivatu	
Northern	

General Information

1	Name and Address of the Bidder:	
2	Contacts:	
3	Telephones:	
4	E-Mail:	
5	Mobile No:	
6	Name of Chief Executive Office	
7	Sales Tax/Commercial Tax/CST nos.	
8	Service Tax No.	
9	Income Tax No.	

Name of Authorized Person	
Signature of the Bidder	
Company Stamp	
Date	

Table 1: Criteria of Evaluation

	Criteria for Evaluation	***Weighting***	***Score Range***		
			10 - 8	***7 - 4***	***3 - 0***
1	Years of experience in working in High voltage switchyard	15.00	Company has more than 10 years' experience	Company has 5 years' experience	Company has less than 5 year of experience
2	Company has experience in Similar projects	15.00	Company has done more than 10 projects of similar nature	Company has done 5 projects of similar nature	Company has done less than 3 projects of similar nature
3	Number of years of experience of key personnel to be involved in project. Bidder to submit list.	15.00	More than 10 years for most of the key personnel	Less than 5 years for most of the key personnel	Less than 5 years for most of the key personnel
4	List of tools and Equipment	15.00	Full list submitted	Partial list submitted	None
5	Insurance policies	15.00	Full list submitted	Partial list submitted	None
6	Herbicides and Detergent	10.00	Full list submitted	Partial list submitted	None
5	Methodology and Procedures	15.00	All methodology and Procedures submitted	Partial submission	None
	Total	**100%**			

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: _____

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 EFL 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 9th January, 2019.

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

MR 431/2018

High Voltage Zone Substation Weed Management & Cleaning

The Secretary, Tender Committee

Energy Fiji Limited

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**