



MR 144/2014

TENDER DOCUMENT

PROJECT: VEGETATION MANAGEMENT

SAMABULA AREA

COMPULSORY SITE VISIT: 9.30AM, 16/12/14, FEA KINOYA DEPOT

TENDER CLOSING: 4PM, 31/12/14

NOTE: TWO COPIES OF TENDER BID ARE TO BE SUBMITTED

1. Scope of Works

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

| Stage | Location | Price (VIP) |
|-------|---------------|-------------|
| 1 | Nabua Rd. | |
| 2 | Mead Rd. | |
| 3 | Princess Rd. | |
| 4 | Reservior Rd. | |

Note: a) Vegetation clearing to be carried out within 10m of Fiji Electricity Authority (FEA) power lines, and any other tree specifically identified during the site visit. All Cost shall include clearing of vegetation debris from work site.

b) All required HSE documents need to be submitted as part of Contractors bid.

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: **120** 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.
- 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>DANGER</p> <p>PROJECT: VEGETATION MANAGEMENT– Sewerage Feeder</p> <p>CONTRACTOR:</p> <p>VEGETATION MANAGEMENT WORK.</p> <p>Driver please reduces speed.</p> <p>Pedestrians please use other footpath/side of road</p> <p>THANKS</p> |
|---|

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 given 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.
- 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) | 50% |
| 2 | Second Progress Payment (100% completion of work) | 50% |
| 3 | Retention | Nil |

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







