



Supply and Service of Pot Plants

Tender # MR 11/2015

The FEA is hereby requesting proposals from suitably qualified and experienced agencies to Supply and Services of pot plants at various FEA premises across the country over a period of one (1) year as per terms and conditions of the contract.

Bidders are requested to submit the following supporting information with documentary evidence attached with the Bid.

- Company profile
- Business registration certificate
- Business license
- VAT Registration certificate
- Reference from present and previous clients
- Detail price schedule for normal working hours and after hours.
- Insurance policies – Workmen's Compensation & Public Liability

1. Number of Pot Plants per Location

	Location	Number of Plants	Service Duration	Plant Size / Height	Cost/Month VIP
	<u>Western</u>				
1	Navutu Administration Building	23	Monthly	80cm – 100cm	
2	Navutu ICT workshop	5	Monthly	80cm – 100cm	
3	Navutu Metering & Substation Office	3	Monthly	80cm – 100cm	
4	Navutu O & M Office	3	Monthly	80cm – 100cm	
5	Navutu Transmission Office	3	Monthly	80cm – 100cm	
6	Navutu Stores	6	Monthly	80cm – 100cm	
7	Generation and Renewable Office, Navutu	4	Monthly	80cm – 100cm	
8	Training Centre, Navutu	6	Monthly	80cm – 100cm	
9	Namoli House Customer Care	8	Monthly	80cm – 100cm	
10	National Control Centre Vuda	16	Monthly	80cm – 100cm	
11	Nadi Customer Care	4	Monthly	80cm – 100cm	
	TOTAL	81			
	<u>Central</u>				
1	Head Office Suva (Ground Floor)	35	Weekly	80cm – 100cm	
2	Head Office Suva (Top Floor)	22	Weekly	80cm – 100cm	
3	Head Office Suva (ICT)	5	Weekly	80cm – 100cm	
4	Kinoya Depot	12	Weekly	80cm – 100cm	
	TOTAL	74			

2. Scope of works to be carried out.

1. Provide pot plants suitable for office.
2. Water and service plants.
3. Plants should healthy and good looking.
4. Pot plant holders are to be neat and tidy and tray should be properly placed in trays to prevent water spilling out.
5. All plants must be free from any type of Bugs, insects or decayed / dead leaves.
6. Bidders must provide the size / height of the Plant they will supply.
7. Bidders are to submit prices to service pot plants one for monthly service and one for weekly service.

3. All interested parties can contact following FEA staffs for any information or site visits.

LOCATION	FEA CONTACT PERSON	Phone Contact
1. Head Office	Ritinesh Kishore	3224318
2. Kinoya Depot	Ritinesh Kishore	3224318
3. Navutu Depot	Rajend Kumar	6656509
4. Namoli House	Rajend Kumar	6656509
5. NCC Vuda	Rajend Kumar	6656509
6. Nadi Customer Care	Rajend Kumar	6656509

4. The contractor will be responsible for:

1. Providing the necessary personal with uniform, protective item and equipment as required by FEA to meet OHS at work.
2. Producing a time table and resource plan to encompass the full scope of works.
3. Proposing a work plan to demonstrate organization and record satisfactory completion of work. This will also be used when processing payments.
4. Method of monitoring attendance register.
5. Contractor shall adhere that its workers are equipped with safety boots at all times since this a compulsory requirement for all fea sites.

The contractor will responsible for the conduct of his/her employees.FEA requires that all employees of the contractor are to closely abide by the rules & regulations and will be adhere to FEA values when working at any given FEA site. The contractor must ensure that his or her employees wear uniforms and their ID card provide by the contractor at all times while in FEA premises.

FEA reserves the right to remove any contractor or to suspend or terminate the contractor for any breaches to it safety rules and dis - respective to its values.

5. Safety

The contractor must adhere all occupational health and safety standards of which it must provide its workers full protective clothing and proper safe equipments when carrying out works. The contractor must fulfill its obligations under health and safety at work act 1996 and comply with FEA procedures, policies, rules and regulations. These include:

- OHS compliance
- Knowledge of plants and environment.
- Workers compensation cover
- Public liability cover

6. Working Hours

FEA operational hours are from 8.00am – 4.30pm. Access for contractors to carry out their services will be during hours as mentioned.

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 4:00pm, on Wednesday 11th of February, 2015.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 11/2015 – Supply and Service of Pot Plants

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 of the envelope.

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