



Repair of Existing FEA's Signage Fiji Wide

Tender Number: MR 48/2015

BACKGROUND

Fiji Electricity Authority (FEA) is a statutory body vested with the responsibility for the provision of electricity supply throughout the Fiji Islands.

Fiji Electricity Authority desires to receive tender proposals from the local established signage companies to carry out repair/replacement of the existing FEA's signage structures at the site recommended by the Property Officers.

1. PRELIMINARY AND GENERAL

The Contractor shall furnish all labour, materials, equipment, transportation, and services as necessary to complete all the work included in the specification. This work shall include removal/replacement of existing signage structure and as well as installation of new signages.

2. LOCATION

FEA's central, western and northern sites.

3. FIJI ELECTRCITY AUTHORITY

The contractor shall at all times comply with all Fiji Electricity Authority Regulations currently in force and as well as comply with requirements of Fiji National Building Code and signage standards currently in place.

4. SITE CONDITIONS

The Contract Documents may not represent all surface and subsurface conditions at the site and adjoining areas. The known surface and subsurface conditions shall be compared with actual conditions before commencement of Work. The contractor is to carry out all assessment before tendering.

5. SITE SAFETY MANAGEMENT SYSTEM

The Contractor shall establish and maintain a Site Safety Management System that ensures the safety of all persons on the Site in accordance with the requirements of the Fiji Electricity Authority Occupational Health and Safety Policy and the Health and Safety at Work Act, 1996 requiring strict compliance by the parties hereto.

FEA will carry out conduct an induction for the Contractor and its members to familiarize with the Fiji Electricity Authority Occupational Health and Safety Policy.

The successful Contractor will ensure that its members stay away from Fiji Electricity Authority's, Sub-Station and other private properties in the vicinity of the works carried out [as applicable] where is it not authorized to enter and under no circumstances will enter it as this will be regarded as trespass to the property and will endanger health and life.

The successful Contractor shall ensure that it has signs to alert the FEA employees and members of the public of work in progress by clearly marking with caution tape and cones. The successful Contractor will ensure that its staff wears the proper safety attire (Safety boots, helmets, ear muffs, Dust Guard, safety harness belts, safety glasses and hand gloves) when carrying out the Works. The successful Contractor shall ensure that First Aid Kits are provided at the Site.

The contractor shall provide a safety plan within 7 days of being awarded the Contract. The contractor is responsible for the supply of all safety gear.

6. OTHER OPERATIONS

The contractor is advised that other Contractors may be engaged by FEA working around and along the site. The contractor shall not interfere in any way with other works, whether the property of FEA or of a third party and whether the position of such work is indicated to the contractor by the Engineer or not. The contractor shall respect the construction and finish of works and articles supplied or installed by others and will be held responsible for any loss or damage hereto if caused by him, his employees or his sub-contractors.

7. WORKING HOURS

Monday	-	Thursday	8.00 a.m.	-	4.30 p.m.
Friday	-		8.00 a.m.	-	4.00 p.m.

The tender documents are to be accompanied by a detail work programme showing the Tenderer's proposal for carrying out the works.

8. DURATION OF WORK

The expected duration for the completion of work shall be 4 weeks.

9. WET WEATHER

No works are to be carried during the wet weather.

10. SIGN BOARD

Sign write to details using approved letter styles and sizes.

The sign boards shall be erected at safe and a visible location for motorists within the road reserve and the sign board will be erected at a location approved by the Property Officer.

Maintain in good condition until practical completion, then dismantle and remove. The sign board remains the property of the FEA.

11. STORAGE ON SITE

Store materials and equipment on site to prevent damage to site and minimize hazards to persons, materials and equipment. Keep storage area neat and tidy.

Take proper precautions to keep poisonous and other injurious substance in place secured against access by unauthorized persons.

12. CLEAN-UP

Following completion and testing the entire area will be cleaned up, toilet bowls and basins properly cleaned and cistern wiped down. Remove all packing materials, rubbish etc. from site and destroy.

13. CONTRACTOR'S OBLIGATIONS

- a. All existing removed materials are to be returned to FEA's sites as recommended by the Property Officer and sign-off.
- b. The contractor is to provide the written warranty on the material used and the workmanship.
- c. Provide the mock/artwork for each type of signage.
- d. High quality materials are to be used.
- e. A minimum of **10 years** written warranty is required on the material and workmanship.
- f. All OHS, FEA and the local authority's regulations must be adhered to while the works are in progress as it will be the contractor's responsibility, so that there will be no delays once the project begins.
- g. The project will be carried out in a professional manner, with competent workmen and all the required equipment to ensure the works are completed in the best manner.
- h. All contractors are required to have their workmen on site with appropriate identity cards or they will not be able to enter the FEA premises.
- i. The contractor must also provide First Aid Kit on the site.
- j. All the contractor's workers are to undergo site meeting and On – Site Contractor Induction.
- k. All materials, labour cost and tools and equipment cost to be provided by the contractor in a breakdown for each location inclusive of material, labour and transportation.
- l. The successful contractor is to provide a work programme and a Safety Work Plan for the installation.
- m. Storage of building material on site will be finalized with the Officer in charge at the site who will also oversee/supervise the installations on behalf of FEA.
- n. The FEA reserves the right to negotiate the price with one or all Bidders.

14. GENERAL REQUIREMENT

- a. Main Road Side Logo Signs: Remove/Repair/Replace the existing FEA's road side signages as shown by the Property Officer.
- b. Replace 12mm or 20mm exterior plyboard with new 2mm flat aluminium alloy sheets (1.2m x2.4m) and paste it with **reflective vinyl cut outs**. Except the metal frames for which are in good condition.
- c. Aluminium iron sheets are to be spray painted with one coat of metal primer (Dulux Luxaprim Zinc Phosphate Paint or equivalent) and two coats finishing metal paint (FEA blue) for side for which reflective print outs will not be pasted. For few sites the signage will be applied to one side of the structure and this will be advised by the Property Officer.
- d. Repair the existing structures and paint it with approved colour scheme as approved by the Property Officer. One coat of metal primer (Dulux Luxaprim Zinc Phosphate Paint or equivalent) and two coats finishing metal paint (FEA blue).
- e. Supply and install new Site Safety Structure with approved design and specifications.
- f. Supply and install the light box signs and the LED with approved design and specifications.
- g. The structures that needs to repaired/replaced will be advised by the property officer.
- h. All new road signage structures should be design and constructed as per the existing structures.
- i. All light boxes are to be replaced with new light boxes and the materials used shall be of good quality.

15. ROAD SIDE SIGNAGES

Scope

- a. **Main Road Side Logo Signs:** Remove/Repair/Replace the existing FEA's road side signage as recommended by Property Officer.
- b. Replace 12mm or 20mm exterior plyboard with new 2mm flat aluminium alloy sheets (2.4m x 1.2m) with **reflective vinyl cut outs**.
- c. The dimensions are to be taken out during the site visits of the existing structures.

- d. Paint the metal/galvanized structures with approved colour scheme as approved by the Property Officer. One coat of metal primer (Dulux Luxaprime Zinc Phosphate Paint or equivalent) and two coats finishing metal paint (FEA blue).
- e. Aluminium iron sheets are to be spray painted with one coat of metal primer (Dulux Luxaprime Zinc Phosphate Paint or equivalent) and two coats finishing metal paint (FEA blue) for side for which **reflective cut outs** will not be pasted.
- f. The structures that need to be repaired/replaced will be advised by the property officer.
- g. All new signage structures should be designed and constructed as per the existing structure.
- h. The sizes and strength of the steel structure frame to remain the same as the existing signages.
- i. Refer to the design provided and change in design will be advised by the Property Officer.
- j. New sites may be included if they may be requested by FEA during the site visit which will be notified during the site visit or later advised by the Property Officer.

Road Side Signs

Item	Location	Quantity	Region	SBA	Distance (from Main Road)	Cost VIP
1	Monasavu <i>(both sides)</i>	1	western	Generation	50Km	
2	National Control Centre <i>(both sides)</i>	1	western	System Planning	4Km	
3	Rakiraki Power Station <i>(both sides)</i>	1	western	Generation	0.5Km <i>from town</i>	
4	Nadi Power Station <i>(new structure)</i>	1	western	Generation	1.5Km	
5	Sigatoka Depot <i>(both sides)</i>	1	western	Generation	Main Road	
6	Butoni Wind Farm	1	western	Generation	4Km	
7	Deuba Power Station <i>(new structure)</i>	1	central	Generation	1.5Km	
8	Korovou Power Station	1	central	Generation	0.3Km	
9	Wailoa Power Station <i>(both sides, new)</i>	2	central	Generation	65Km	
10	Rokobili, Walubay <i>(2 – new structure)</i>	2	central	Generation	Main Rd	
11	Cawaira Power Station <i>(1 – both sides)</i>	2	northern	Generation	4Km	
12	Savusavu Power Station <i>(both sides)</i>	1	northern	Generation	Main Rd	
13	Wainique Hydro Power Station <i>(1 – new structure, both sides)</i>	2	northern	Generation	6Km	
15	Nakobalevu Site <i>(new structure)</i>	1	central	I.C.T.	15Km	
16	Labasa Depot <i>(new structure)</i>	1	northern	Commercial	Main Rd	
TOTAL COST						

16. SAFETY SIGNAGES

Scope

- a. Safety Signs: Supply and install safety signs to the locations instructed by the Property Officer.
- b. Use new 2mm flat aluminium alloy sheets (2.4m x 1.2m) with reflective **vinyl cut outs**.
- c. The design of the structure will be provided by the Property Officer.
- d. Paint the steel metal/galvanized structures with approved colour scheme as approved by the Property Officer. One coat of metal primer and two coats finishing metal paint (FEA blue).
- e. The back of Aluminium alloy sheets are to be spray painted with one coat of metal primer and two coats finishing metal paint (FEA blue) .
- f. New sites may be included if requested by FEA during the site visit which will be notified during the site visit or later by the Property Officer.

Safety Signs

No.	Location	Quantity	Region	SBA	Cost VIP
1	National Control Centre, Vuda ,Lautoka	1	western	Generation	
2	Sigatoka Depot	1	western	Generation	
3	Rakiraki Power Station	1	western	Generation	
4	Nadi Power Station	1	western	Generation	
5	Butoni Wind Farm	1	western	Generation	
6	Deuba Power Station	1	central	Generation	
7	Korovou Power Station	1	central	Generation	
8	Wailoa Power Station	2	central	Generation	
10	Levuka Power station	1	central	Generation	
11	Cawaira Power Station	1	northern	Generation	
12	Savusavu Power Station	1	northern	Generation	
13	Wainique Hydro Power Station	1	northern	Generation	
14	Navutu Depot	1	western	Commercial	
15	Nakobalevu Tower	1	central	I.C.T.	
16	Labasa Office	1	northern	Supply Chain	
TOTAL COST					

17. OTHER SIGNAGES

No.	Location	Quantity	Region	SBA	Remarks	Cost VIP
1	Monasavu Directional Sign (180 x 120cm). Replace with 2mm thick Aluminium Alloy sheets with reflective vinyl cutouts	1	western	Generation	Existing structure	
2	Wainakasau (240 x 120cm) – Replace with 2mm thick Aluminium Alloy sheets and cappings with reflective vinyl cutouts. 75 Km from main road	1	western	Generation	Existing structure	
3	Nagado (180 x 82cm) - Replace with 2mm thick Aluminium Alloy sheets with reflective vinyl cutouts	1	western	Generation	Existing structure	
5.	Light Box					
a.	Navutu Front Entrance - Supply and installation of new Perspex light box cover (3.6 x 1m)	1	western	Commercial	New structure, the structure to be built same size and same design concepts as at Head Office. Structurally safe.	
b.	Levuka – Light Box	1	central	Generation	Replacement of existing	
c.	Labasa – Light Box	1	central	Generation	Repair and maintaining the existing light box	
TOTAL COST						

18. SPECIAL CONDITION OF TENDER

Bidders shall submit the price as requested for each site and offers submitted shall include the following;

19. COMPANY INFORMATION

- Company profile
- Copy of company registration
- Schedule of Directors
- Schedule of key employees and qualifications
- Three written referees from commercial clients
- Similar works carried out in past

20. PROFESSIONAL EXPERIENCE

- Area(s) of specialized professional experience
- Recent completed projects and contract value
- Names and contacts of Client references

21. CURRENT COMMITMENTS

Company projects currently in progress and projected completion
Company resources that will available for this project

22. MANDATORY REQUIREMENTS

Comply in all respect with FEA's rules and regulations.

23. OWNERSHIP OF PROPOSALS RESPONSES

All documents, materials, articles and information submitted by the bidder as part of or in support of the Proposal shall become upon submission the absolute property of the FEA and will not be returned to the Bidder at the conclusion tender evaluation process, provided that the Bidder shall be entitled to retain copyright and other intellectual property rights therein.

24. EVALUATION OF BIDDER'S CAPACITY

Bidders that cannot demonstrate sufficient capacity to fulfill the tender will not be considered. The FEA reserves the right to inspect the premises/facilities of any Bidder for the purposes of determining its ability to fulfill the Contract.

25. METHOD OF PAYMENT

The payments will be done as payment schedule. The fees shall be invoiced within 5 days of following successful completion each phase of work after the verification of the Property Officer and shall be payable within thirty (30) days from the date of invoice.

SCHEDULE OF PAYMENT

Progress Claim	Percentage Payable	Milestone Payment	Amount(FJD) VIP
1 st Claim	30%	Upon successful installation of signs at central region	
2 nd Claim	30%	Upon successful installation of signs at western region	
3 rd Claim	30%	Upon successful installation of signs at northern region	
	10%	10% of the total sum to be as Retention Sum and shall be paid upon completion of Defects Liability Period of 6 months	
Total			\$_____

TENDER CHECK LIST

(To be filled and accompanied with the Tender Proposals/Documents)

Tender Specification Form

Tender Number _____

Tender Invitation and Acceptance Terms & Conditions of the Tender

The following information has to be filled by the bidder and submitted with Tender Documents:

1. Company Name: _____
2. Director/Owner(s): _____
3. Postal Address: _____
4. Phone Number: _____
5. Fax Number: _____
6. Office Location: _____
7. TIN Number: _____
8. VAT Registration: _____
9. Company Registration Number: _____
10. FNPF Employer Registration Number: _____
11. Number of Branches & Locations: _____
12. Years of Experience: _____

I declare that all the above information is correct.

Name: _____ Position: _____ Sign: _____

Date: _____

Information required for this Tender Check List *(Please Tick & Enter the page number of the Submission)*

- | | |
|---|---------------|
| <input type="checkbox"/> Company Profile (Including Director(s) Owner(s)) | Page NO._____ |
| <input type="checkbox"/> Certificate of Business Registration | Page NO._____ |
| <input type="checkbox"/> Business License | Page NO._____ |
| <input type="checkbox"/> TIN Number | Page NO._____ |
| <input type="checkbox"/> Vat Registration | Page NO._____ |
| <input type="checkbox"/> FNPF Registration Number | Page NO._____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO._____ |
| <input type="checkbox"/> Evidence of Public Liability Insurance Cover | Page NO._____ |
| <input type="checkbox"/> HSE Certification & Policies | Page NO._____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference | Page NO._____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff | Page NO._____ |
| <i>(Key Employee Profile. Curriculum Vitae....etc)</i> | |
| <input type="checkbox"/> Cost Proposal | Page NO._____ |
| <input type="checkbox"/> Description & Quality of Product/Service | Page NO._____ |
| <input type="checkbox"/> Price Validity of Product/Service | Page NO._____ |
| <input type="checkbox"/> Warranty/Guarantee of Product/Service | Page NO._____ |
| <input type="checkbox"/> Other Information Regarding this Tender | Page NO._____ |

To be filled and accompanied with the Tender Proposal Documents

Submission of Tenders

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 15th of April, 2015.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 48/2015 – Repair of Existing FEA’s Signage Fiji Wide

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. (Bids via e-mail or fax will not be considered).

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