



# **Painting of FEA's Head Office Building**

**Tender Number: MR 50/2015**

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

The **FEA** is hereby requesting proposals from the reputable building contractors to carry out refurbishment/exterior painting of FEA's Head Office building at 2, Marlow St, Suva.

## **A. SPECIFICATIONS**

### **1. PRELIMINARY AND GENERAL**

The Contractor shall furnish all labor, equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications. The paints will be supplied by Fiji Electricity Authority. This work shall include painting of buildings external walls, roof, garage, doors, windows, fence, security huts, retaining walls and lane marking for the car parks.

### **2. SITE LOCATION**

FEA Head Office, 2 Marlow Street, Suva.

### **3. SCOPE OF WORK**

The scope includes exterior painting of building which includes walls, roofs, doors, glass wall frames, window frames, retaining walls, rails, garage, security huts, fence and drain covers.

### **4. FIJI ELECTRCITY AUTHORITY**

The contractor shall at all times comply with all Fiji Electricity Authority Regulations currently in force.

### **5. BUILDING CONDITIONS**

The contractor is advised to visit and assess the site and existing premises prior to tendering, as no claim will be allowed on the grounds of ignorance of the conditions existing. All plant and tools required for the works, including scaffolding, should be allowed for when pricing.

### **6. MATERIALS, GOODS AND WORKMANSHIP**

All materials, goods and workmanship shall be of the best of their respective kinds and repairs or renewals shall be in the same character as to design and materials as the old work. The whole work is to be carried out with best workmanship and to the satisfaction of the Property Officer. The right is reserved to make samples and for facilities to be given to the paint manufacturers' representative for inspecting and advising upon paintwork as work progresses. The contractor shall carry out everything for the proper execution of the works, whether or not described in the specification, provided same may reasonably be inferred

there from. The contractor to provide workers with minimum of **five (5) years** of painting work experience.

## **7. SURFACE PREPARATION AGENTS AND PAINTS**

All the **surface preparation agents and the paints** will be provided by Fiji Electricity Authority.

## **8. WORK PLAN**

The contractor shall prepare a Work Programme, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Property Officer for his approval before commencing with work on the site. It shall include a comprehensive refurbishment plan, describing the proposed sequence, methods, and equipment and equipment used to carry out work. Do not proceed with refurbishment until written approval of the work plan.

## **9. SURFACE PREPARATION AND PAINT APPLICATION**

Wash all the surface using the cleaning agent recommended by the paint agent or paint supplier. Apply paints to all the surfaces as per recommendation of paint agent/supplier.

### ***General***

## **10. ROOF PAINTING – SURFACE PREPARATION (*Main building, Guardhouses and garage*)**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Wire Brush, Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Remove all rusted areas using Metal Wire Brush and remove and replace all heavily roof screws.
- c. Brush all the Roof Joints and Roof Screws using the steel brush and clean all the roof gutters.
- d. Apply one coat of undercoat or metal primer and two coats of finishing paint as per paint supplier's/agent's method of surface preparation and paint application.
- e. Leave roof and gutters clean and in a weathertight condition.

## **11. EXTERIOR WALLS & COLUMNS (*Concrete Surfaces*)**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Apply one coat of undercoat or and two coats of finishing paint as per paint supplier's/agent's method of surface preparation and paint application.

## **12. ALUMINIUM GLASS WALL & WINDOW FRAMES**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Cover up all the glass walls, windows and the floor before applying paint to the frames.
- c. Use paint supplier's/agent's method of surface preparation and paint application for the whole project.
- d. Two pack finishing paint shall be applied to all surfaces as per suppliers/paint agent's recommendation.
- e. Thoroughly clean down all blades and leave in perfect condition.

## **13. EXTERIOR DOORS**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Apply one coat of undercoat or and two coats of finishing paint as per paint supplier's/agent's method of surface preparation and paint application.

## **14. RETAINING WALLS**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Use paint supplier's/agent's method of surface preparation and paint application for the whole project.
- c. Apply one coat of undercoat or and two coats of finishing paint as per paint supplier's/agent's method of surface preparation and paint application.

## **15. BALLUSTRADES/RAILS**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Use paint supplier's/agent's method of surface preparation and paint application for the whole project.
- c. Apply one coat of metal primer and two coats of finishing paint as per paint supplier's/agent's method of surface preparation and paint application.

## **16. GARAGE**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Use paint supplier's/agent's method of surface preparation and paint application for the whole project.
- c. Apply one coat of metal primer and two coats of finishing paint shall be applied to all surfaces as per suppliers/paint agent's recommendation.

**17. FENCE**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Use paint supplier's/agent's method of surface preparation and paint application for the whole project.
- c. Apply one coat of metal primer and two coats of finishing paint shall be applied to all surfaces as per suppliers/paint agent's recommendation.
- d. Remove and replace 3 rows of barbed wires and 3 rows No. 8 wires, the wires will be supplied by FEA.

**18. DRAIN COVERS**

- a. Thoroughly remove and clean all loose flaking material from existing substrate with Hand Tool Cleaning, such as Sharp Edge Metal Scrapper. Follow up with sanding down, using sand paper to Level off all Paint Edges left over that cannot be removed.
- b. Use paint supplier's/agent's method of surface preparation and paint application for the whole project.
- c. Apply one coat of metal primer and two coats of finishing paint shall be applied to all surfaces as per suppliers/paint agent's recommendation.

## **B. GENERAL PAINTING SPECIFICATION**

### **1. STANDARDS**

The following standards relate to work referred to in this Section:

AS 1580	Methods of test for paints and related materials
AS 1627	Code of Practice for preparation and pretreatment of metal surfaces prior to protective coating
Part 1	Degreasing of metal surfaces using solvent or alkaline solution
Part 2	Power tool cleaning of steel surfaces
Part 4	Abrasive blast cleaning of steel surfaces
AS 2310	Glossary of paint and painting terms
AS 2311	The painting of buildings
AS 2700	Colours for general purposes.

### **2. SAMPLES**

Before commencing painting, provide on a representative portion of substrates(s), supply 300 x 300mm samples for approval by the Property Officer of the total coating system which meets the specified requirements for colour, gloss and texture for each different colour selected to be applied.

### **3. INSPECTION AND REVIEW**

The contractor shall review the scope and extent of all finishes and colours on site with the Property Officer prior to proceeding with any paintwork whatsoever.

Give one days' notice so that inspection of work may be made by the Property Officer at the following stages:

- Completion of preparation of surfaces prior to applying coatings.
- After application of each successive applied finishing coat.

### **4. MATERIALS**

Painting Materials:

Use only premium quality lines - trade brands will not be accepted and to be purchased from the supplier/distributor. The Contractor is to nominate and obtain the Property Officer's approval of the paint brand or brands proposed prior to committing himself to the paint brand.

**a. Anti-mould, Anti-Fungal Paint:**

All paints used must be anti-fungal, anti mould paints.

**b. Proprietary Materials:**

Notify the proposed brand of paint and paint line prior to placing any orders. Change neither the brand nor the paint line without approval.

- c. Combinations:  
Do not combine paints from different manufacturers in a paint system.
- d. Putty  
Putty shall be to AS 1263, Type 1 & 2, or an equivalent polymeric based putty. Putty may be stained to match the colour of the substrate.

## 5. GLOSS LEVEL

'Flat', 'Low Gloss', 'Semi-Gloss', 'Gloss' and 'Full Gloss': definitions to AS 2310 and AS 2311.

## 6. PRIMERS, SEALERS, UNDERCOATS

- a. Ensure that primers, sealers and undercoats are suitable for the substrate and compatible with the finish coat and each other.
- b. Except for stains and other clear or translucent finishes each coating shall be of a noticeably different tint from the preceding coat.
- c. Review details of the substrata, finishes required, etc. with the relevant paint manufacturer and make sure that the current printed directions of the paint manufacturer are adhered to in all instances.

## 7. WORKMANSHIP

- a. Tradesmen:  
Employ only skilled competent tradesmen appropriately qualified and registered or licensed at the time of carrying out the work.

All materials shall be applied strictly in accordance with the manufacturer's instructions. Any discrepancy between them and this specification shall be reported immediately to the Property Officer.

- b. Painting Conditions:  
Do not paint in dusty conditions, or otherwise unsuitable weather. Do not paint when the relative humidity exceeds 85%, or when the surface temperature of the substrate is less than 10° C or more than 50°C, unless the paint is suitable and recommended for such conditions by the relevant paint manufacture.
- c. Protection:  
Before painting in any section of the Works, clean the area out and protect it against dust entry. Use drop sheets and masking wherever necessary to protect finished work or other surfaces liable to damage during painting. Repair or replace any accessories or surfaces that are damaged directly or indirectly as a result of painting. Cover all horizontal surfaces to avoid paint spatters to concrete, etc.
- d. Light Levels:  
During preparation of surfaces, painting and inspection maintain light levels such that the luminance (photometric brightness) of the surface is at least equal to that

produced under daylight and/or maximum permanent artificial illumination conditions.

- e. Ventilation:  
Adequately ventilate the areas in which painting is being carried out.
- f. Paint Storage and Waste Disposal:  
Store and prepare paint and related materials in an area specifically assigned. Take necessary precautions to prevent fire and accumulation of solvent fumes. Remove paint-soiled rags, waste, and the like at the end of each day's work or store in airtight metal containers underwater. Remove empty cans and other debris arising out of the painting work from the site upon completion of work.
- g. Paint Preparation:  
Mix and apply paint in accordance with the manufacturer's recommendations. Do not mix paint in areas or on surfaces liable to damage from spillage.
- h. Touch Up:  
Clean off marks, paint spots and stains throughout, restoring damaged surfaces to their original condition. Touch up damaged paintwork or misses only with the paint batch used in the original application.
- i. Completion:  
At completion clean off all marks. Clean the glass windows and doors. Remove all debris and leave clean and tidy.

## **8. SUBSTRATE PREPARATION**

Prepare substrates to receive the systems specified. Procedures shall include, but not necessarily be limited to, the following:

- a. Cleaning  
Clean down and remove oil, grease and loose foreign matter, including laitance, efflorescence, moss, lichen, mould, mildew, dirt and corrosion products, in a manner which cause a neither undue damage to the substrate nor damage to, or contamination of, the surroundings.
- b. Gloss Surfaces  
Adequately scuff and/or solvent wash or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats.
- c. Filling  
Fill cracks and holes with fillers, sealants or grouting cements as appropriate for the finishing system and substrate and sand smooth.
- d. Drying  
Unless otherwise specified, ensure that surfaces are cured and dry before painting commences.



## 9. APPLICATION

**a. Procedure:**

Apply paint and related materials in accordance with the manufacturer's recommendations. Cut in between different finishing coats neatly in straight lines unless otherwise specified. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer.

**b. Sanding:**

Where recommended by the manufacturer, sand between coats from top to bottom and dust down before recoating.

**c. Number of Coats:**

The application of thinned prime or seal coats, consistent with the paint manufacturer's current printed instructions and recommendations, and which may be necessary on porous surfaces, or of any additional finishing coats necessary to achieve the required colour, opacity, texture or film thickness and/or use of tinted undercoats shall be at the Builder's expense.

**d. Finish:**

Ensure each coat of paint is uniform in colour, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities. The standard of workmanship with regard to final colour, gloss and texture shall match the sample.

**e. No painting on exterior work is to be done during wet or foggy weather, or upon surfaces that are not thoroughly dry**

## **C. OTHER RELEVANT INFORMATIONS**

### **1. 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.

### **2. STATUTORY OBLIGATIONS**

The contractor shall comply with and give all notices required by any Act of Parliament or any regulation or bylaw of any Local Authority or any statutory undertaker.

### **3. ENVIRONMENTAL CONTROL**

Comply with all environmental protection provisions in the Contract and the requirements of any statute, by-law, standard and the like related to environmental protection.

Instigate preventative measures and change the method of work to prevent damage or disturbance to the environment. Reinstate, repair or otherwise implement remedial measures to return the environment to original condition.

Submit the proposal for the traffic movement, temporary structures, cleaning up, erosion control, demolition like. Observe the agreed proposals.

Do not remove any trees, cut fences, sewerage or power lines or any other such things without prior approval.

#### **4. EXISTING FLORA AND FAUNA**

Protect from damage all trees and other plants which need to be removed or destroyed for construction operations, which are beyond the limits of works.

Do not harm or kill or endanger fauna. Minimise the disturbance to existing fauna. Notify the Property Officer of the presence of the fauna, including protected native fauna and follow instructions in regards to protection of fauna.

#### **5. ACCESS**

The contractor shall provide at all times during the execution of the works access to the occupants, the works shall be carried out with minimum inconvenience to the occupants and arrangements shall be made for the disconnection of services where necessary. At least 3 days' notice should be given to the Property Officer.

#### **6. PROTECTION OF PEOPLE AND PROPERTY**

The contractor shall keep all persons (workers) under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

#### **7. NOISE AND DUST ABATEMENT**

Provide continuous noise and dust abatement as required to prevent disturbance and nuisance to the public and workers and to the occupants of adjacent premises and surrounding areas..

When a certain level of noise is unavoidable because of the nature of the work or equipment involved, and such noise is objectionable to the occupants of adjacent premises, make arrangements with the jurisdictional authorities to perform such work or operate such equipment at the most appropriate time periods of the day.

#### **8. SITE AMENITIES**

Provide statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the site and remove them upon completion of works. Maintain all sanitary facilities under hygienic conditions at all times.

The contractor is to provide one portable toilet on the site. No make-shifts temporary toilets will be approved. All waste shall be hygienically removed from the site.

#### **9. 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.

## **10. DURATION OF WORK**

The expected duration for the completion of work shall be **6 weeks**.

## **11. WET WEATHER**

No work is to be carried during the wet weather.

## **12. SIGN BOARD**

Paint and 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 contractor.

## **13. 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.

## **14. DAILY DIARY REPORTS**

Progress reports shall be submitted daily on the forms provided by the Property Officer.

## **15. HAZARDOUS MATERIAL**

Hazardous materials are defined as:

- Any substance defined in the Section 344 of the Resource Management Act
- Waste which exhibits hazardous characteristics( such as an explosive nature, flammability, an oxidizing nature, acute or immediate toxicity, delayed or chronic toxicity, radio activity, corrosivity, or environmental persistence) and therefore will require special care during all stages of their management and disposal.

It shall be the contractor's responsibility to draw the Property Officer's attention to any material encountered on site which is suspected of being hazardous.

No information of hazardous materials known to exist on the site has been provided to the writer of this specification.

## **16. CARE OF THE WORKS, ETC**

The contractor shall keep all persons under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

## **17. SCAFFOLDING**

The contractor to provide the scaffolding and the scaffolding are to be approved by OHS officer from the OHS Department of Ministry of Labour. A written certification is required before the work can begin on exterior walls.

## **18. CLEARING AWAY**

The contractor shall take down and clear away all plant and temporary work and make good. The contractor shall remove all existing rubbish and debris and surplus materials from the site as they accumulate and at completion; and clean all surfaces, including those of the affected portions of the existing premises, internally and externally, remove stains and touch up paintwork and polished work; clean both sides of new glass and leave the works clean and to the satisfaction of the Property Officer at completion.

## **19. CLEANUP**

Provide a clean and orderly site at all times.

## **20. FEA CONTACT PERSON**

The FEA's contact person for the project will be the Property Officer.

## **21. TERM OF CONTRACT**

The term of the contract is till the completion of the work. The period for the contract may be extended if the works are not carried out to the satisfaction of the Property Officer. FEA also reserves the right to terminate contract if the service provided is not satisfactory. Works shall be stopped or suspended if the weather is unsuitable, works are not carried out according to the quality standards and specifications, instructions or programme of works or if the contractors is failing to provide safety measures to his /her employees at work site.

## **22. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT**

FEA maintains tobacco, alcohol, drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites. Offensive language or actions are not acceptable. The FEA shall have the absolute right to require replacement of any employee the FEA deems objectionable to work on FEA premises.

## **23. CONTRACT SUM**

The contract sum is the total labour cost, including scaffolding cost and tools and machinery used for the completion of work as described in the specification and shall not

be subject to variations arising from labour costs or materials used. The paints and the surface preparation agents will only be provided by FEA.

#### **24. INSURANCE REQUIREMENTS**

The Contractor shall be solely responsible for all respective insurance cover of person, tools, equipment involved in carrying out the Works.

The Contractor must obtain and maintain respective insurance cover at all relevant times sufficient to cover any loss or costs that may be incurred and for which the Contractor is liable in connection with the contractual works, including:

Contractors All Risk	\$500,000.00
Public Liability	\$500,000.00
Workmen's Compensation	\$250,000.00

#### **25. INDEMNITY**

The Contractor must indemnify FEA and each of its employees and agents against any loss, damage, claim, action or expense (including legal expense) which FEA and its employees may suffer as a direct result of any failure to deliver the Works.

#### **26. PRICE AND PAYMENT TERMS**

FEA shall pay Contractor the sum of agreed price tabulated below, upon completion of the Works according to FEA's satisfaction and in accordance with Price Schedule. Such payment shall be made in accordance with a Payment Schedule.

Contractor shall issue original Invoice of the amount required to be paid and will be verified by FEA representative before making payment.

The Contract Price is comprehensive in that, in consideration of Contractors meeting all obligations, conditions and liabilities under the Contract, including Contractor's allowance for the cost of service and supply of all labour, materials, plant, supervision required to complete the Contract Works, overheads and profit, subject only such adjustments as is provided for in the Contract. No variation to the Contract Price will be entertained by FEA.

Contractor shall issue a valid tax invoice identifying its Tax Identification Number on its local office letterhead. FEA will pay the amounts specified in each invoice as being payable within [30] working days of receipt of such invoice. Unless the Contractor presents a current tax exemption certificate from the Fiji Revenue and Customs Authority, FEA shall deduct any provisional tax from the payments owing to the Contractor.

The payment of Contractor Price shall be in Fijian currency. For the avoidance of doubt, there is no foreign currency component in the Contract Price.

All matters relating to taxation such as income tax, withholding tax, provisional tax, PAYE and other tax issues shall be the sole responsibility of the Contractor. Similarly any

superannuation related issues such as FNPF liabilities (where applicable) shall be the responsibility of Contractor

## **27. HAND OVER AND DEFECTS LIABILITY PERIOD**

On completion of the Works, the Parties shall undertake together to inspect and test to confirm that the Works have been completed in accordance with the Work scope and this Agreement. If the Performance Criteria is achieved, the Parties shall issue a Hand over Certificate.

If the Performance Criteria is not achieved, the Contractor will, at its own cost, investigate and correct any defects.

If Parties agree that the performance criteria were not achieved because of defect(s) for which the Contractor is not responsible for, then the Contractor shall notify FEA of the defect(s). FEA shall, at its cost investigate and ascertain the defect(s). Thereafter the Parties will discuss and decide which party is responsible for correcting the defects.

## **28. DEFECTS LIABILITY PERIOD**

The Defects Liability Period shall be 12 months from Handing Over Certificate. The Contractor shall, at its cost in rectify all during Defects and Liability Period, correct any defects in works due to defective materials, poor or sub-standard workmanship.

## **29. WARRANTIES**

Contractor shall provide 12 months Warranty for the Works. The Warranty period will commence upon completion of Defects Liability period of 12 months. Contractor warrants that the workmanship and materials delivered by and/or under the supervision of Contractor shall be free from all defects and comply with all relevant industry standards. Contractor warrants that the Warranty Period will be valid and binding.

## **30. 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, unless otherwise provided in the Contract.

## **31. EVALUATION OF BIDDER'S CAPACITY**

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

### **32. CONTRACTOR'S OBLIGATIONS**

- a. The contractor to provide the written warranty on the workmanship.
- b. Care must be taken for all external fixtures such as the outdoor air-conditioning units, electrical, data cables and etc.
- c. The contractor to provide workers/painters with more than five (5) years of working experience.
- d. 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.
- e. 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.
- f. The contractor is required to have their workmen on site with appropriate identity cards or they will not be able to enter the FEA premises.
- g. The contractor must also provide First Aid Kit on the site.
- h. All the contractor's workers are to undergo site meeting and On – Site Contractor Induction.
- i. The owner will provide water and power.
- j. The successful contractor is to provide a work programme and a Safety Work Plan.
- k. 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.
- l. The FEA reserves the right to negotiate the price with one or all Bidders.

### **33. SUPPORTING INFORMATION TO BE SUPPLIED WITH PROPOSAL**

In addition to any other information requested to be supplied with the Proposal, the Bidder shall also provide in the Proposal the following listed information:

#### ***General Company Information***

- Name, address, Company No. (ACN) and Business No (ABN)
- Ownership, Organisational Size and Structure
- Financial Stability
- Current Commitments/ Past successfully completed projects/Workload/Delivery
- Company Experience
- Plant and Equipment details of ownership, type, age, present condition and registration numbers.
- Schedule of Rates for each Plant and Machinery.
- Safety Record
- References (5 Companies)



**Information Pertaining to this Proposal**

- Management and Quality Systems
- Innovations Offered
- Special Conditions
- Basis of Contract Price Adjustment (if different to that specified or if not specified in the Work Scope)
- Terms of Payment (if different to those specified in the Work Scope)

**34. 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.

**35. PAYMENT SCHEDULE**

<b>Progress Claim</b>	<b>Percentage Payable</b>	<b>Milestone Payment</b>	<b>Amount (FJD) VIP</b>
1 <sup>st</sup> claim	20%	Successful Completion of Roof Painting Works	
2 <sup>nd</sup> claim	30%	Successful Completion of Concrete Walls & Columns Painting Works	
3 <sup>rd</sup> claim	20%	Successful Completion of Glass Wall Frames, Windows & Exterior Doors Painting Works	
4 <sup>th</sup> claim	20%	Successful Completion of Garage, Fence, Security Huts, Retaining Walls & Drain Covers Painting Works	
Final Claim	10%	10% of the total sum to be as Retention Sum and shall be paid upon completion of 12 months Defects Liability Period	
<b>Total</b>			<b>\$ _____</b>

**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. Company Registration Number: \_\_\_\_\_
9. FNPF Employer Registration Number: \_\_\_\_\_
10. Number of Branches & Locations: \_\_\_\_\_
11. 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 15<sup>th</sup> of April, 2015.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 50/2015 – Painting of FEA’s Head Office Building, Suva**

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**.