



**MR 161/2015**

**REQUEST FOR PROPOSAL**

**For**

**Provision of Security Services for FEA  
Premises Fiji Wide**

# FIJI ELECTRICITY AUTHORITY



## REQUEST FOR PROPOSAL (RFP)

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

The FEA is hereby requesting proposals **from suitably qualified and experienced Security Service Agencies for the provision of Security Services at various FEA premises across the Country over a period of THREE (3) years only.**

Security Services are to be performed at the following FEA premises/location Nationwide:

1. Suva Head Office/Substation
2. Kinoya Depot
3. National Control Centre, Vuda Bk Rd, Lautoka
4. Navutu Depot, Lautoka
5. Namoli House, Lautoka
6. Nadi Customer Care Centre
7. Cawaira Power Station, Labasa
8. Labasa Customer Care Centre
9. Labasa Stores
10. Savusavu Power Station
11. Levuka Power Station
12. Rokobili Power station
13. Rakiraki Power Station
14. Korovou Power Station
15. Sigatoka Power Station
16. Deuba Power Station

Bidders are also required to include Money Escort Services as part of this Tender for following locations:

- 1) Lautoka
- 2) Head Office, Suva
- 3) Labasa

### **Site Inspections Schedule**

	<b>Location</b>	<b>Contact Person</b>	<b>Phone contact</b>	<b>Date</b>	<b>Time</b>
1	Central	Shifaan Ali	999 2401	16/10/15	9am-11.30am
2	Western	Rajend Kumar	927 3502	16/10/15	9am-11.30am
3	North	Shahbaz Hussain	991 1588	14/10/15	9am-11 am

# PART 1 - SCOPE OF WORKS

## 1. GENERAL

The successful Security Agency/Company shall provide the following duties over a contract period of three (3) years:

- i. Carryout foot patrol after-hours, weekends and Public Holidays and examine all doors, windows, gates and FEA vehicles (parked on site) on a regular basis to ensure that they are properly locked and secured, and also to ensure all vehicles, equipment and boundary fence have not been tampered with.
- ii. Watch out and report on irregularities such as fire hazards, open windows and doors, leaking pipes, sign of any tampering of items, security lights or suspicious movement in/outside the Property.
- iii. Call Police and Fire Brigade as and when necessary.
- iv. Permit only FEA personnel and authorized persons (verified and endorsed by relevant Unit Leader) to enter the Complex duly recording their name, time of entry, signatory and departure time.
- v. Open gates and allow entry to authorised vehicle recording such particulars as in (iii) above during after-hours, weekends and Public Holidays.
- vi. Provide manpower as such on day to day basis, twenty four (24) hours in a day in two (2) 12 hour shifts between 7.00am to 7.00pm & 7.00pm – 7.00am

Property/Premises	Number of guards needed	Specific Duties
1. Suva Head Office	3 per shift	<b>DAY:</b> 1 at main roller gate to monitor flow of vehicles in/out, 1 at customer car park to monitor flow of customer vehicles in/out and 1 at front desk to escort non-FEA persons to relevant FEA staff during the day. <b>NIGHT:</b> 2 at gatehouse, 1 carryout foot patrol around the premises
2. Kinoya Depot/Power Station	4 per shift	<b>DAY:</b> 2 at gatehouse, 1 at Stores Warehouse, 1 foot patrol <b>NIGHT:</b> 2 at gatehouse, 1 carrying out foot control around the premises, 1 at Stores Warehouse
3. Kinoya PS, HFO Project	1 per shift	Continuously carryout foot control
4. National Control Centre,	3 - day shift	<b>DAY:</b> 2 at main gate and 1 to be constantly

Vuda Bk Rd, Lautoka	4 - night shift	patrolling NCC and Staff Quarters. <b>NIGHT:</b> 2 at main gate and 2 to be constantly patrolling NCC and Staff Quarters.
5. Navutu Depot, Lautoka	4 – day shift 5 – night shift	<b>DAY:</b> 2 at main gate, 1 at main office front door, 1 at stores warehouse <b>NIGHT:</b> 2 at main gate, 1 at the back of stores warehouse and 2 on foot patrol
6. Namoli House, Lautoka	2 – day shift 1 – night shift	<b>DAY:</b> Foot patrol, customer service area <b>NIGHT:</b> Foot patrol
7. Cawaira Power Station, Labasa	2 – day shift 2 – night shift	<b>DAY:</b> 1 at gate, 1 foot patrol <b>NIGHT:</b> 1 at gate, 1 foot patrol
8. Savusavu Power Station	1 – day shift 1 – night shift	Foot patrol
9. Network Depot, Labasa	3 – day shift 2 – night shift	<b>DAY:</b> 1 at gate, 1 at main entrance to customer care, 1 at stores / foot patrol <b>NIGHT:</b> 1 at gate, 1 foot patrol
10. Levuka Power Station	2 - Mon – Fri (4pm – 8am) 2 – Sat & Sun (24hr)	Foot patrol
11. Rokobili, Suva	1 – day shift 2 – night shift	Foot patrol
12. Rakiraki Power Station	1 – day shift 1 – night shift	Foot patrol
13. Debua Power Station	1 per shift	Foot patrol
14. Nadi Customer Care	1- day shift	At main door
15. Nadi Power Station	1 – day shift 1 – night shift	Foot patrol
16. Sigatoka Power Station	1 – day shift 1 – night shift	Foot patrol

*\*All guards carrying out foot control must be constantly patrolling the complex to ensure compliance as stated in (i) to (v) above.*

*\* Additional guards may be on duty if deemed necessary but must be approved and endorsed by GMC before extra personnel work.*

- vii. Money escorting services shall be provided each working day to cart money from Suva Head Office, Lautoka and Labasa to Bank and bring empty money bags back. The bidder shall provide relevant number of security guards as well as transport for successful cartage to and from the bank securely and safely.
- viii. In the event of emergency or breach of security, more guards may be called but must be first approved by GMC or Unit Leader strategic Procurement, Inventories & Properties.
- ix. In the event that items are missing, or reported stolen under security's watch, **the Bidder will bear the costs of the damages caused or the value of the amount stolen from the particular FEA premises.**

## **2. SPECIFICS**

### **a) Appearance of Guard**

- Guard must wear appropriate uniform.
- Uniform must be clean, wrinkle free and professional.
- Uniform must display proper security identification such as a badge or security logo. Guard will not wear a jacket or sweater that will hide uniform or identification.
- Guard will not wear sandals, or other recreational style shoes. Black shoes or boots would be preferred. Black sneakers shall be allowed.

*Any changes to the above listed provisions shall be at the approval of the FEA prior to implementation.*

### **b) Qualification's & Experience of Guard**

- Bidder will only assign security guards who have at least one (1) year of experience as a security guard and who have reached a minimum of Form 6 Level Education.
- All guards must be cleared by Police and verification to be sent to Unit Leader: Technical and Projects for record keeping/reference.
- Guards must be literate and must be fluent in English, both written and spoken.
- Bidder will provide the FEA with a list of names of personnel assigned to each location/premises.
- If there is a change in staffing and new personnel is assigned, the successful Bidder shall notify the FEA and provide the name of the employee within three (3) working shifts of that employee.
- The FEA reserves the right to reject the employment of a security guard personnel assigned to any FEA premises/property. The FEA shall not unreasonably withhold approval.
- Bidder should outline in detail any and all training personnel undergoes prior to being assigned to FEA.

*Any changes to the above listed provisions shall be at the approval of the FEA prior to implementation.*

### **c) Duties of Guard**

#### **1) Entry Door Duties**

- Guard will print full names of all visitors on the 'Visitor Log Sheet'.
- Guard will require visitors to show identification to enter building, and issue them with temporary visitor access cards upon conformation/approval from relevant Unit Leader.
- Guard will prepare detailed reports for any incidents occurring during their shift within 24 hours and submit to the FEA.

- Guard will call relevant personnel through via phone to receive permission for visitor to enter.
- Guard will keep socializing to a minimum and will not have friends, guests or residents congregate around their workstation.
- Guards on duty at front door during night shift must make sure the front door is securely locked and chained. Foot patrol will also be carried out on the night shift around the premises. Any suspicious movement from within the Office Complex or around the premises must be reported immediately to relevant personnel as per section 1 (ix) above.

## **2) Gatehouse Procedures**

- Guards will log the odometer readings and note the names of drivers of incoming and outgoing FEA vehicles on log sheet. The approximate level of fuel in the fuel tank as per vehicle fuel meter should also be noted at the beginning and ending of each working day.
- Vehicle registration numbers must be logged for all vehicle's (FEA owned or otherwise) entering and leaving the premises, as well as the time of entry/exit.
- Guards will check to see that vehicle leaving the depot after hours have a signed Vehicle Authorisation Form which has been duly signed by the respective Unit Leader or General Manager. If no authorisation form produced, vehicle should NOT be allowed access out of the depot.
- Guards will check that the vehicle running sheets of all FEA vehicles have been filled. In the case of vehicle running sheets not been filled, the guard shall immediately notify the Fleet Officers in Kinoya or Navutu (depending on the region) for appropriate action to be taken.
- Guards will ensure that all vehicles carrying items out of the depot have a pass detailing item description which has been signed by Unit Leader or General Manager. Without this pass, vehicles should not be allowed exit.
- During weekends or after normal working hours, guards will log names of ALL people entering the Complex (FEA personnel & Non-FEA Personnel alike --- family/friends included) and vehicle registration number (where applicable).
- Any other duty as assigned by the Authority in relevance to the security's task

## **3) Stores Procedures**

- Guards will check each issue of stock being made to Contractors or other Departments and check on quantities issued to ensure no extra items are being taken for each Stores requisition.
- Guards are to ensure no vehicle or other staff are allowed entry into Stores/Warehouse without approval from Team Leader Stores.

***d) Hallways & Other Exit Door Procedures***

- Guards will inspect all exit doors to ensure they are properly locked and secured at the end of each working day.

***e) Scheduled Meetings***

- Successful Bidder will attend monthly meetings with FEA to address any security concerns or questions.
- Emergency meetings can also be called by FEA when deemed necessary in the light of security breaches in security contract.

***f) Communication Systems (Optional)***

- The Bidder may institute a system whereby security personnel with supervisor and/or FEA's main Office during shifts.
- Bidder may provide mobile cellular to security personnel during all shifts for emergency situations where guard may need to call FEA/security/emergency forces (Fire/Police/Ambulance).

***g) Schedule***

- The Bidder will ensure that all shifts attendance register are filled and completed. If a guard is unable to make it to work, the Bidder shall have a replacement guard that meets the provision mentioned in this proposal.



## PART 2 - FORM OF CONTRACT

I/We \_\_\_\_\_  
 (Name of Bidder (Firm or Company) – BLOCK LETTERS PLEASE)

of \_\_\_\_\_  
 (Address of Registered Office)

hereby OFFER TO PERFORM THE Security Services for FEA over a contract period of THREE (3) years, in accordance with the following documents:

- 1) Request for Proposal (RFP)
- 2) General Condition of Contract
- 3) Scope of Work and Specifications including all Schedules
- 4) Contract Form

We have examined the Conditions of Contract, Employers Requirements, Schedules and Specifications. We have understood and checked these documents and take full responsibility for them. We accordingly offer to execute and complete the said Works, fit for purpose in conformity with these documents and the enclosed Proposal, for the fixed lump sum of:

(in currencies of payment) \_\_\_\_\_  
 \_\_\_\_\_  
 (Per annum)

We agree to abide by this Proposal until \_\_\_\_\_ and it shall remain binding upon us and may be accepted at any time before that date.

**If our Proposal is accepted, we will commence the works as soon as reasonably possible after receiving the Employers Representatives notice to commence, and carry out the Scope of Works in accordance with our work program.**

Unless and until a formal Agreement is prepared and executed this Proposal, together with our written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

We declare we are fully authorised to sign Proposals for and on behalf of the above Company:

<b>(Signature of Bidder)</b>	<b>(Official Position Held)</b>
<b>Company No. (ACN)</b>	<b>Business No (ABN)</b>
<b>(Name &amp; address of Company)</b>	

## PART 3 - SCHEDULES

### 1. Price – Schedule 1

Bidder shall quote prices on firm basis inclusive of all fixed costs and variable costs.

***Prices submitted must be valid for a period of 6 months.***

Hourly Rate of Security Guard:                   \$\_\_\_\_\_

Rates for Money transfer (1 Return trip): \$\_\_\_\_\_

Other Associated Costs:

Item No	Description	Costs
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	<b>TOTAL</b>	

**Note:** The FEA reserves the right to exclude any item in its discretion, total price shall be adjusted accordingly.





## 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***

## **Tender submission**

**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 21<sup>st</sup> October, 2015**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender NO. MR 161/2015 – Provision of Security Services for FEA Premises 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 will be returned to the Tenderers unopened. (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.**