



**Tender Number: MR162/2015**

**Tender Name: PROVISION FOR CLEANING SERVICES AT THE  
FEA'S VARIOUS DEPOTS**

Fiji Electricity Authority hereby seeks a suitably experienced cleaning services contractors to provide the cleaning services for FEA's identified properties.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the servicing, management and advice on the monthly maintenance program.

**SPECIFICATIONS AND LOCATIONS**

1. **Areas to be Covered** – All FEA's identified facilities in Central, Western and Northern division which includes the Offices, Workshops, Stores and Gate House.
2. **Initial Building Inspection** - The Contractor shall make a thorough initial inspection of each building.
3. **Access to facilities** - Unless otherwise restricted by the Department, Contractor's employees will have access to all locations. Contractor employees shall be subject to the FEA's site's security procedures.
4. **Price Adjustments** - Additional FEA sites and facilities may be added or deleted at any time throughout the life of contract agreement. The contractor shall be required to provide the service to any additional sites and facilities subject to all conditions identified. The contract sum shall be adjusted to be adjusted to reflect the changes in the number of sites and facilities serviced as service level varies.
5. **Additional Services** – From time to time Contractor may be asked to perform extra services not specified within the scope of the work. The Contractor shall submit the quotes for all the additional work that is required to be carried out. These additional works will be paid separately by FEA. All the additional work shall be carried out within one (1) working day of receipt of the request.
6. **Service Report Sheets** - During the servicing, a service report sheet to be filled out and the original copy will be signed by the FEA Property Officers on site or

authorized officers and a duplicate copy attached to the invoice for the payment claim to be lodged. A payment will be not processed without a service report sheet. The report should include identification and listing of type of unit and quantity provided at each location. No location shall be repeated on the invoice and the names of the sites to be listed as mentioned below.

- 7. Special Requests** - Special or emergency service shall be requested in exceptional circumstances. The contractor shall be prepared to respond to such a nonscheduled request within three (3) hours (Monday – Friday) of the receipt of the request. The contractor must respond to all phone calls within 24 hours and must have the local phone number available.
- 8. Identification** - All workers shall wear proper identification cards when entering FEA premises and if any workers are without any proper identification will not be allowed into the premises.
- 9. Equipment** - The Contractor shall supply all equipment needed to provide service. These may include vacuum cleaner, cleaning materials, ladders and other necessary equipment to carry out services. At no time shall the contractor use FEA equipment or tools.
- 10. Uniform & Protective Clothing** – All contractor personnel working in or around the building shall wear distinctive uniform clothing. All contractor personnel must have proper identification card while on the site. The contractor shall provide the protective items required for the performance of the work. Protective equipment, clothing, devices shall conform to the requirements of Fiji Occupational Safety & Health Administration (OHSA) standards for the products used.
- 11. Fees** –The fees shall be invoiced within 5 days of following month on a monthly basis and shall be payable within thirty (30) days from the date of invoice.
- 12. FEA Contact Person** – The FEA contact person for all cleaning services management communications and decisions are the Property Officers and Unit Leader Strategic Procurement, Inventory & Property. The contact person for Western division will be the Property Officer West and for the Central and Northern division will be Property Officer Central. Individual buildings will have assigned FEA personnel to sign off. The listing of these personnel will be provided to the successful contractor.
- 13. Cooperation with Other Contractors** - Contractor's personnel shall not commit any act which will interfere with the performance of work by any other contractor or by the FEA.

**14. Insurance Requirements** – A certificate of insurance is required to be submitted to the FEA verifying that the contractor maintains Public Liability Insurance Cover and Worker’s Compensation Insurance Cover, in the minimum amount required by FEA. 10 days after the award of bid or prior to the commencement of the work, whichever occurs first. The requested certificate shall have the FEA named as the additional insured party for public liability, and worker’s compensation.

**15. Term of Contract** – the term of contract is for one (1) year effective from of signing of the contract. The contractor will be notified 30 days prior to the expiring of the contract.

**16. Environment & Safety Issues** – The contractor is to observe all safety precautions throughout the performance of the term. All work shall be strict accordance with the requirement of tender specification.

The contractor must fulfil its obligations under health and safety at work act 1996 and comply with FEA procedures, policies, rules and regulations. These include:

- OHS compliance
- Other HSSE certifications.
- Knowledge of cleaning chemicals used for cleaning

**17. Tobacco/Alcohol/Drug Free Environment** – 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.

**18.** Contractor shall have in its employ, or under its control, sufficient competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by FEA. Workers shall act appropriately and professionally at all times. 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.

**19.** The contractor to provide adequate number of staffs as listed in Pricing Schedule A and equipment to carry out assigned tasks.

**20.** Producing a time table and resource plan to encompass the full scope of works.

**21.** The successful contractor is to submit a work plan for each identified facility.

**22.** All contractors’ workers are to sign daily attendance log book and at the end of the month it is to be endorsed by the Officer in charge for each location.

**23.** All the staffs of the selected contractor will undergo Contractors Site Induction conducted by FEA and any new staff will report to the Property Section of Supply Chain for the Induction prior to commence work.

**24. Working Hours** - FEA operational hours are from **7.30a.m. – 5.00p.m** at all locations from Monday to Friday.

**25. Working Extra Hours** – If services are required after hours, the bidder shall provide the rate per staff for the works done after hours in Pricing Schedule B.

**26.** Any work that is required to be done after normal working hours will need approval.

## **27. Site Visit**

a) All interested bidders must attend a **compulsory** site visit as follows:

<b>Locations</b>	<b>Date</b>	<b>Time</b>	<b>Contact Person</b>	<b>Phone #</b>
1. Head Office Suva	14/10/15	10am-11 am	Shifaaan Ali	999 2401
2. Kinoya Depot	14/10/15	2pm-3 pm	Shifaaan Ali	999 2401
3. NCC Vuda	14/10/15	10am-12pm	Rajend Kumar	927 3502
4. Namoli House	14/10/15	10am-12pm	Rajend Kumar	927 3502
5. Navutu Depot	14/10/15	10am-12pm	Rajend Kumar	927 3502
6. Nadi Customer Care Office	14/10/15	2pm-4pm	Rajend Kumar	927 3502
7. Labasa Administration Office	14/10/15	9am-11am	Shahbaz Hussain	991 1588
8. Labasa Network Office	14/10/15	9am-11am	Shahbaz Hussain	991 1588

b) All tenderers shall inspect and examine the site, its surroundings, and shall satisfy him before submitting his tender, as to the nature of the work and necessity for the carrying out the contract works.

## **28. Locations**

### **Central Division**

#### **1. Kinoya Depot**

- a) Distribution Building
- b) ICT Office
- c) Stores Building
- d) Gate House

## **2. Head Office**

- a. Head Office Building – Ground floor and Top floor
- b. Gate House

### **Western Division**

## **3. Navutu Depot**

- a) ICT Building
- b) Generation Building
- c) Network Substation Building
- d) Network Construction & Transmission Building
- e) Network O & M Building
- f) HR Training Centre building
- g) Major Projects
- h) Administration Building
- i) Gate House.

## **4. Nadi Customer Care Building**

## **5. Lautoka Customer Care Building**

## **6. National Control Centre, Vuda, Lautoka**

### **Northern Division**

## **7. Labasa Administration Building**

## **8. Labasa Network Building**

## **29. Scope of Works**

<b>FLOOR MAINTENANCE</b>	
Sweep and mopping of uncovered floors and steps	Daily
Dust mop and damp mop entire tile area	Daily
Vacuum entire carpet area	Daily
Floor waxing (extra charge)	When Required

<b>TEA ROOM</b>	
Wipe and clean all sinks	Daily
Washing, drying and stacking of dishes	Daily
Remove all rubbish and dispose to collection point only	Daily
Assisting caterers with food and beverage preparation, prepare coffee/tea for General Mangers	When Required

<b>WIPING / DUSTING</b>	
Dust/Wipe all horizontal surfaces (reaching height only)	Daily
Dust/Wipe all high ledges, fittings (reaching height only)	Daily
Dust/Wipe all vertical surfaces (walls, cabinets etc)	Daily
Wipe coffee stains and any other stains on desk tops and furniture	Daily
Dust/Wipe table, desks and glass topped desks	Daily

<b>WASTE DISPOSAL</b>	
Empty all waste paper bins, rubbish bins, receptacles	Daily
Remove all rubbish to collection point only	Daily

<b>GLASS AND METAL WORK</b>	
Spot clean glass doors (inside and outside reaching height only)	Daily
Spot clean all partition glass (reaching height only)	Daily
Window cleaning (inside and outside reaching height only)	Daily

<b>ENTRANCES</b>	
Sweep all entrance steps	Daily
Clean all door mats	Daily
Entrance glass (glass doors)	Daily

<b>TOILETS AND WASHROOMS</b>	
Empty bins and clean waste receptacles	Daily
Clean all bowls, basins and urinals	Daily
Wipe and clean all mirrors	Daily
Spot clean walls, doors and partition	Daily
Dust and wipe down ledges, shelves etc	Daily
Replenishing of all toilet papers, hand towels, soap and hand washing detergent	Daily

### 30. Pricing Schedule A

Location	Cost (VIP)
<b><u>Central Division</u></b>	
<b>1. Kinoya Depot – 2 staff full day</b>	
a. Distribution Building	
b. ICT Office	
c. Stores Building	
d. Gate House	
<b>2. Head Office – 3 staff full day</b>	
a. Head Office Ground Floor and Top Floor	
b. Gate House	
<b><u>Western Division</u></b>	
<b>3. Navutu Depot – 3 staff full day</b>	
a. ICT Building	
b. Generation Building	
c. Network Substation Building	
d. Network Construction & Transmission Building	
e. Network O & M Building	
f. HR Training Centre Building	
g. Major Projects Building	
h. Administration Building	
i. Gate House	
<b>4. Nadi Customer Care Building – 1 staff ½ day</b>	
<b>5. Lautoka, Namoli Customer Care Building – 1 staff full day</b>	
<b>6. National Control Centre, Vuda, Lautoka – 3 staff ½ day</b>	
<b><u>Northern Division – 1 staff full day</u></b>	
<b>7. Labasa Administration Building</b>	
<b>8. Labasa Network Building</b>	
<b>TOTAL</b>	<b>\$ _____</b>

**31. Pricing Schedule B – Working After Hours (whenever needed)**

Location	Rate/Staff
<b><u>Central Division</u></b>	
1. Kinoya Depot	
2. Head Office	
<b><u>Western Division</u></b>	
1. Navutu Depot	
2. Nadi Customer Care Building	
3. Lautoka, Namoli Customer Care Building	
4. National Control Centre, Vuda, Lautoka	
<b><u>Northern Division</u></b>	
1. Labasa Administration Building	
2. Labasa Network Building	

**All invoices must be accompanied with a signed service reports for each locations.**



## 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: \_\_\_\_\_
12. Area of Services Interested In: \_\_\_\_\_

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"/> Technical License  | Page NO. _____ |
| <input type="checkbox"/> Vat Registration   | Page NO. _____ |
| <input type="checkbox"/> FNPF Registration Number   | Page NO. _____ |
| <input type="checkbox"/> Member of Professional Board/Institute   | Page NO. _____ |
| <input type="checkbox"/> Professional Indemnity Cover   | Page NO. _____ |
| <input type="checkbox"/> Public Liability Insurance Cover   | Page NO. _____ |
| <input type="checkbox"/> Contractor's All Risk Insurance Cover  | Page NO. _____ |
| <input type="checkbox"/> Workman Compensation Insurance Cover   | Page NO. _____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference  | Page NO. _____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff<br><i>(Key Employee Profile. Curriculum Vitae....etc)</i> | Page NO. _____ |
| <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 162/2015 – Provision for Cleaning Services at the FEA’s Various Depots**

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.**