



Tender Number: MR164/ 2015

**Tender Name: PEST CONTROL SERVICES AT THE FEA'S
VARIOUS DEPOTS & OFFICES**

SCOPE FOR PEST CONTROL SERVICES

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 pest control contractors to provide pest control services to FEA's premises in Central, Western and Northern division.

The Contractor will furnish all professional pest/control elimination services including, labor, materials, pesticides, tools, equipment, insurance, permits and fees necessary for control or elimination of flying and crawling insects, pest control, to achieve the efficient, sanitary and ecologically sound operation of the services. The Contractor will be required to document that they are providing vermin control services and have log books documenting those services for FEA facilities.

The service provided will include detailed annual inspections of all facilities, pest monitoring on monthly and quarterly basis.

SPECIFICATIONS AND LOCATIONS

1. **"Pests"** are defined as, but not limited to the following: Smoky brown cockroaches, ants, silverfish, rats, mice, rodents, bedbugs, flies, hornets, bees, spiders, ticks "sewer flies", house flies, fruit flies, flour beetles, and other such vermin. Describe any additional "Pests" in your elimination plan.

2. **Pests Excluded from the Contract** – Birds, bats, and all other vertebrates other than commensal rodents, wood destroying organisms, mosquitoes and plant feeding pests. This may be requested as additional service, not included in the scope of this contract.

3. **Areas to be Covered** – Entire FEA's buildings in Central, Western and Northern Division which includes the Offices, Substations, FEA Quarters, Repeater Stations, Power Houses, Workshops, Stores and Guard Houses as listed on the Table: 2.

4. **Initial Building Inspection** - The Contractor shall make a thorough initial inspection of each building to evaluate pest control needs of the premises and work out the floor area for each building. The Contractor shall identify problem areas and any equipment, structural features or practices that are contributing to pest infestations.

5. **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.

6. **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.

7. **Price Adjustment** - 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.

- 8. Treatment Frequency** – on monthly and quarterly basis throughout the year as listed in Table 2. The selected contractor shall submit the service schedule dates for the whole year. The servicing will be carried from 8.00a.m. to 4.30p.m on normal working days.
- 9. Pest Management Plan** – The successful contractor will be required to produce Pest Management Plan for all FEA building facilities. The plan shall be submitted within two (2) weeks after the award of the contract. The contractor shall carry out an annual checkup on all facilities, evaluate the pest management program and update the facility management form.
- 10. Commercial Pesticide Applicator Certificates or Licenses** – The contractor shall provide the company's pest control license and dated Pesticide Applicator Certificates for every employee who will be performing on-site services under this contract.
- 11. Intent to Apply Pesticide** – Document will include the type of material to be used, building, location, time of treatment at least **72 hours** prior to pesticide application.
- 12. Kitchen & Breakout Rooms** – All insecticides to be applied with spot treatment using a low pressure pinpoint application to eliminate the possibility of product contamination.
- 13. Use of Chemical Control Methods** – The contractor shall be responsible for the application of all pesticides according to the label. All pesticides must be registered with the Department of Environment of Fiji. The contractor shall not apply any pesticides that is not listed in the Pest management Plan.
- 14. Monitoring** - The contractor shall describe procedures used for identification of pest presence, access and harborage locations. Types of monitoring devices will be used are to be mentioned. Any changes in the monitoring process of FEA sites shall be communicated to contractor on the inspection form.
- 15. Site Visit Log** – the contractor will log the date and the purpose of the visit, action taken, follow-up required and duration of visit to each site visit. Special note of emergency or special visits must be recorded.
- 16. Inspection Form** – Inspection activities will be documented on standard inspection forms and maintained in the Log book.
- 17. Professional Services** – The services and consultation of an Entomologist or Pest Specialist must be provided to the building system at no additional cost if need arises.

18. Emergency Services - Special or emergency service shall be requested in exceptional circumstances. The contractor shall be prepared to respond to such a nonscheduled request within four (4) 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.

19. Identification - All technicians shall wear proper identification cards when entering FEA premises and if any technicians are without any proper identification will not be allowed into the premises.

20. Equipment - The Contractor shall supply all equipment needed to provide service. These may include ladders to reach all service areas, flashlights and traps. At no time shall the contractor use FEA equipment, tools or traps. The brand names shall be provided on application equipment, bait boxes, traps and any other control equipment.

21. 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.

22. Vehicles – Vehicles used by the contractor shall be marked or properly identified with proper signage.

23. FEA Contact Person – The FEA contact person for all pest management communications and decisions is the Integrated Pest Management Coordinator (IPMC), the Unit Leader Strategic Procurement, and 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.

24. Rodent Control

- a. **Indoor trapping:** Rodent control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be concealed and in protected areas so as not to be disturbed by any working operations. Trapping devices shall be checked every 24 hours during population suppression and at reasonable intervals during maintenance activities. The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner

- b. **Outdoor use of bait boxes:** All bait boxes shall be placed out of general view where they will not be disturbed by work operations. The lids of the boxes shall be securely locked or fastened shut. All bait boxes shall be attached or anchored to the ground, building wall or other immovable surface so that the box cannot be picked up or moved. All bait boxes shall be labelled on the inside with the Contractor's business name and address. The Contractor's employee shall date the outside of the box at the time of installation and after each service.

25. Structural Modifications and Recommendations – The contractor is responsible for advising the IPM Coordinator in writing about any structural, sanitary, or any procedure that may reduce the pests and the contractor shall be responsible for such modifications at a reasonable time.

26. Non pest controls include the use of a portable vacuum for initial pest suppression and use of indoor trapping devices. Bait shall be used where appropriate. Sticky traps shall be used to monitor indoor insect populations and used to evaluate the effectiveness of efforts wherever necessary. Traps must be concealed and not readably accessible to staffs.

27. The contractor shall apply all insecticides as "cracks and crevice" treatments only, the treatments shall not be visible to the bystander during or after application process. Application of insecticides exposed to the surfaces as a space spraying shall be restricted to exceptional cases where no alternative measures are practical. The contractor is to obtain approval from the IPM Coordinator prior to the application. The contractor will follow all the requirements of the product labels including the re-entry periods. The contractor will vary types of chemicals used for treatment of pests so as to render any pest resistance and the contractor must provide details of the chemicals in the MSDS.

28. Waste Disposal – The contractor shall be responsible for all the waste generated by their work on the buildings. No hazardous are to be placed on the FEA dumpsters located on FEA property by the contractor. All wastes are to be disposed with accordance to the rules and regulations of the Department of Environment. All the costs of disposal to be borne by Contractor.

29. Insurance Requirements – A certificate of insurance is required to be submitted to the FEA verifying that the contractor maintains Public Liability and Worker's Compensation, 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.

30. Term of Contract – the term of contract is for one (1) year effective from the date of signing of the contract.

- 31. Environment & Safety Issues** – The contractor is to observe all safety precautions throughout the performance of the term. All work must be strictly in compliance with all government and local health and safety requirements.
- 32. 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.
- 33.** At any time the Technician perceives there is or may be an infestation condition, the Technician shall notify the Property Officers. The form and content of this notification shall include at least the following:
- On inspection report: infested area, nature of the infestation, e.g. what did the technician observe, and which other adjacent areas should be inspected/treated.
 - If the Property Officer is not available, Contractor shall make a follow-up phone call within 1 working day.
 - Contractor shall use methods of treatment which shall not reduce the effectiveness of the treatment.
- 34.** The contractor may be required to treat other areas including the building exteriors in order to maintain a satisfactory level of pest control all FEA buildings.
- 35.** The contractor shall not store any pesticide product in FEA buildings.
- 36.** All work will be carried out, as a minimum in accordance with manufacturers or suppliers published instructions. In any event, the FEA will act on its own discretion on what is to be done.
- 37.** FEA requests that for all products used, Material Safety Data Sheets (MSDS) must be sent on file before pesticide products are to be used.
- 38.** Contractor shall be financially responsible for obtaining all required permits, licenses and bonds to comply with regulations, and municipal, country laws, and shall assume liability for all applicable taxes.
- 39.** Contractor shall have in its employ, or under its control, sufficient qualified and 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.

40. 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 commencement of work.

41. Site Visit

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

Table 1:

Locations	Date	Time	Contact	Phone #
1. Head office Suva	14/10/15	10-11am	Shifaa Ali	999 2401
2. Kinoya Depot	14/10/15	3pm-4pm	Shifaa Ali	999 2401
3. Central substations	14/10/15	10am-11am	Shifaa Ali	999 2401
4. Labasa, Cawaira, Savusavu&Wainique	14/10/15	9am-11am 2pm-4pm	Shahbaz Hussain	991 1588
5. Northern Substations	14/10/15	2pm-4pm	Shahbaz Hussain	991 1588
6. Navutu Depot	14/10/15	2pm-4pm	Rajend Kumar	927 3502
7. Monasavu and Wailoa	15/10/15	10am-12pm	Rajend Kumar	927 3502
8. Nadarivatu	15/10/15	2pm-4pm	Rajend Kumar	927 3502
9. Western substations	14/10/15	10am-12pm	Tariq Bahadur Rajend Kumar	999 9296 927 3502
10. Nadi power station/ Qeleloa	14/10/15	2pm-4pm	Rajend Kumar	927 3502
11. Sigatoka Power Station and Office	13/10/15	10am-11am	Sarafat Ali	999 9298

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

TABLE: 2 BUILDING SUMMARY & LOCATIONS

Item	Description	Frequency of Service	SBA	Division	Monthly Rate	Quarterly Rate
	<u>Office Buildings</u>					
1.	Head Office	Monthly	Commercial	Central		
2.	D/B Kinoya Office	Monthly	Commercial	Central		
3	Kinoya Telecom Building	Monthly	ICT	Central		
4	Namoli, Lautoka	Quarterly	Customer Services	Western		
5	Administration Block, Lautoka	Monthly	Commercial	Western		
6	Navutu Training Centre	Monthly	Human Resource	Western		
7	National Control Centre, Vuda	Quarterly	System Planning	Western		
8	Labasa Customer Care	Quarterly	Customer Services	Northern		
9	Nadi Customer Care Office	Monthly	Customer Services	Western		
10	Sigatoka Office	Quarterly	Generation	Western		
11	Monasavu Office	Quarterly	Generation	Western		
12	Tavua Depot	Quarterly	Generation	Western		
	<u>Stores</u>					
13	Kinoya Stores	Monthly	Commercial	Central		
14	Navutu Stores	Monthly	Commercial	Western		
15	Labasa Stores	Monthly	Commercial	Northern		
	<u>Workshops</u>					
16	Kinoya Workshop	Quarterly	Commercial	Central		
17	Transmission Workshop	Quarterly	Network	Western		
18	O & M Workshop	Quarterly	Network	Western		
19	Substation Workshop	Quarterly	Network	Western		
20	ICT Workshop	Quarterly	ICT	Western		

21	Generation Workshop	Quarterly	Generation	Western		
	Power House					
22	Savusavu	Quarterly	Generation	Northern		
23	Wailoa Power House	Quarterly	Generation	Western		
24	Wainiqiu Power Station	Quarterly	Generation	Northern		
25	Nadi Power Station	Quarterly	Generation	Western		
26	Sigatoka Power Station	Quarterly	Generation	Western		
27	Levuka Power Station	Quarterly	Generation	Central		
28	Cawaira Power Station	Quarterly	Generation	Northern		
29	Wainisalevu Intake House	Quarterly	Generation	Western		
30	Nagado Power House	Quarterly	Generation	Western		
31	Wainikasou Power House	Quarterly	Generation	Western		
32	Nadarivatu Power House	Quarterly	Generation	Western		
33	Nadarivatu Penstock House	Quarterly	Generation	Western		
34	Nadarivatu Switchyard	Quarterly	Generation	Western		
35	Monasavu Intake Gatehouse	Quarterly	Generation	Western		
	Substations					
36	Cunningham - Central	Quarterly	Network	Central		
37	Deuba Pacific Harbour - Central	Quarterly	Network	Central		
38	Kinoya Substation- Central	Quarterly	Network	Central		
39	Korovou- Central	Quarterly	Network	Central		
40	Labasa/Waniqeu/Dreketi/Savusavu - Northern	Quarterly	Network	Northern		
41	Monasavu-Western	Quarterly	Generation	Western		
42	Suva Substation- Central	Quarterly	Network	Central		
43	Sawani Substation- Central	Quarterly	Network	Central		
44	Suva Hibiscus Park- Central	Quarterly	Network	Central		
45	Vatuwaqa Substation- Central	Quarterly	Network	Central		
46	Wailekutu- Central	Quarterly	Network	Central		
47	Rakiraki Substation-Western	Quarterly	Network	Western		
48	Wailoa Substation-Western	Quarterly	Network	Western		
49	Rarawai Substation-Western	Quarterly	Network	Western		
50	Lautoka Substation-Western	Quarterly	Network	Western		
51	Pineapple Substation-Western	Quarterly	Network	Western		
52	Sabeto Substation-Western	Quarterly	Network	Western		
53	Maro Substation-Western	Quarterly	Network	Western		
54	Natandola Substation-Western	Quarterly	Network	Western		
55	Waqadra Substation - Western	Quarterly	Network	Western		
56	Qaleloa Substation-Western	Quarterly	Network	Western		

57	Tavua Substation-Western	Quarterly	Network	Western		
58	Denarau Substation-Western	Quarterly	Network	Western		
59	Butoni- Western	Quarterly	Network	Western		
60	Komo - Central	Quarterly	Network	Central		
61	Nausori - Central	Quarterly	Network	Central		
62	Rokobili- Central	Quarterly	Network	Central		
63	Korolevu - Central	Quarterly	Network	Central		
	<u>Repeater Station</u>					
64	Kavukavu, Lautoka	Quarterly	ICT	Western		
65	Lololo, Lautoka	Quarterly	ICT	Western		
66	Tuidreke, Lautoka	Quarterly	ICT	Western		
67	NCC Vuda, Lautoka	Quarterly	System Planning	Western		
68	Nakobolevu, Sigatoka	Quarterly	ICT	Western		
69	Taladrau, Monasavu	Quarterly	ICT	Western		
70	Monasavu Dam Gauge	Quarterly	Generation	Western		
	<u>Guard House</u>					
71	Kinoya Gate House	Quarterly	Commercial	Central		
72	Navutu Guardhouse	Quarterly	Commercial	Central		
73	Labasa Guardhouse	Quarterly	Commercial	Central		
74	Head Office	Quarterly	Commercial	Central		
	<u>Quarters</u>					
75	Monasavu Quarters x 6	Quarterly	Generation	Western		
76	Wailoa 7-A Frame Houses	Quarterly	System Planning	Western		
77	NCC Vuda, Recreational Hall	Quarterly	Generation	Western		
78	Nadarivatu Camping site x 6	Quarterly	Generation	Western		
79	Monasavu Recreational Hall	Quarterly	Generation	Western		
80	NCC, Vuda Quarters x 7	Quarterly	System Planning	Western		
	TOTAL				\$ _____	\$ _____

TABLE: 3 FEES

a. Monthly Service

Division	Monthly Cost(VIP)	Annual Cost (VIP)
Central		
Northern		
Western		
Total		

b. Quarterly Service

Division	Quarterly Cost (VIP)	Annual Cost (VIP)
Central		
Northern		
Western		
Total		

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"/> Evidence of Public Liability Insurance Cover | Page NO. _____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO. _____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference | Page NO. _____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff
<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 21st October, 2015

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender NO. MR 164/2015 – Pest Control Services at the FEA’s Various Depots & Offices

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.

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