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**Tender Number: MR165/2015**

**Tender Name: SANITARY SERVICES FOR FEA'S PREMISES  
FIJI WIDE**

Fiji Electricity Authority hereby seeks a suitably experienced firm to provide the sanitary hygiene services for all FEA identified facilities. The locations and the types of sanitary services required at each site are listed on the Table: 1.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the servicing, management and advice on the monthly maintenance program. The contractor shall provide the recommendations for structural and procedural modifications to aid in health and hygiene maintenance.

The primary service provided by the contractor is the contractor's knowledge on health, hygiene and their operational management, including the routine servicing. The service provided will include inspections and servicing all the fragranced Air freshener units and the SDU on a monthly basis, proper identification and management of faults consistent with servicing principals, recommendations to prevent any future complaints.

It is very important to maintain a proper servicing program for SDUS and fragranced air freshener units; it is a process of achieving long term, environmentally sound throughout the maintenance service 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 as tabulated in the Table: 1.
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. **Treatment Frequency** – on a **monthly basis** throughout the year. The selected contractor shall submit the service schedule dates for the whole year two weeks after the award of contract. The servicing will be carried from 8.00 a.m. to 4.30p.m.
7. **Call Back Charges** – Every call back shall be free.
8. **Site Visit Log** – the contractor will log the date and the purpose of the visit, special note of emergency or special visits must be recorded.
9. **Inspection Form** – Inspection activities will be documented on standard inspection forms and maintained in the Log book.

**10. Service Report Sheets** - The contractor to provide the service schedule for all FEA building site and must notify the Property Officer one (1) day in advance. 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 per on the table.

**11. 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 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.

**12. 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.

**13. Equipment** - The Contractor shall supply all equipment needed to provide service. These may include ladders to reach all service areas. At no time shall the contractor use FEA equipment or tools. The brand names shall be provided on the all the types of units provided at each location.

**14. 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.

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

**16. 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.

**17. FEA Contact Person** – The FEA contact person for all pest management communications and decisions is the Property Officers and the 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.

**18. 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.

**19. Insurance Requirements** – A certificate of insurance is required to be submitted to the FEA verifying that the contractor maintains Public Liability Cover, and Worker's Compensation Cover, in the minimum amount required by FEA.

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

**21. Environment & Safety Issues** – The contractor is to observe all safety precautions throughout the performance of the term. All work shall be strict accordance with all applicable all government and local health and safety requirements. The contract shall assume full responsibility and liability for compliance with applicable regulations pertaining safety of personnel during the execution of the work.

**22. 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.

**23.** 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.

**24.** FEA requests the technical information on each type of units that will be provided on the FEA facilities.

**25.** Contractor shall be financially responsible for obtaining all required necessary licenses and bonds to comply with regulations, and municipal, country laws, and shall assume liability for all applicable taxes.

**26.** 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.

27. All new installations are to be carried out with prior approval from the Unit Leader Regulatory & Property and the Property Officers.

28. 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 commencing work.

## 29. Site Visit

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

Locations	Date	Time	Contact Person	Phone #
1. Kinoya Depot	15/10/15	9am-10am	Shifaan Ali	999 2401
2. Head Office Suva	15/10/15	2pm-3pm	Shifaan Ali	999 2401
3. Navutu Depot	14/10/15	10am-12pm	Rajend Kumar	927 3502
4. Nadarivatu	15/10/15	10am-12pm	Rajend Kumar	927 3502
5. Monosavu	15/10/15	10am-12pm	Rajend Kumar	927 3502
6. Wailoa	15/10/15	10am-12pm	Rajend Kumar	927 3502
7. NCC Vuda	14/10/15	10am-12pm	Rajend Kumar	927 3502
8. Namoli House	14/10/15	10am-12pm	Rajend Kumar	927 3502
9. Nadi Customer Care Office	14/10/15	2pm-4pm	Rajend Kumar	927 3502
10. Sigatoka Customer Care	13/10/15	10am-11am	Sarafat Ali	999 9298
11. Labasa Office/ Cawaira	14/10/15	9am-11am	Shahbaz Hussain	991 1588
12. Savusavu P S & Wainiqueu	14/10/15	2pm-4pm	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.

## MONTHLY SERVICE SPECIFICATIONS

<b>Sanitary Disposal Units (SDU)</b>	<ul style="list-style-type: none"> <li>• To be disposed within 4 weeks.</li> <li>• Load unit a special washing machine if applicable or use very hot water and detergent to completely wash and sanitize the unit.</li> <li>• Check unit and if needed spot cleaned or reloaded in a washing machine.</li> <li>• Deliver the new unit to the site and old unit to be returned for cleaning.</li> <li>• Do not use messy and unsanitary plastic liners and all the bins must be properly washed.</li> <li>• The entire waste are to be incinerated and not be land filled.</li> <li>• Operate liner exchange to keep on site at all times.</li> <li>• Service sheet numbers are to be used at all stages from collection to incineration.</li> <li>• Friendly female trained staffs are required to exchange the units.</li> <li>• Attractive sanitary disposal bins of various designs, colours and capacities suiting all locations.</li> <li>• Sanitary bins all have a hygienic masking tray.</li> <li>• Powder deodorize placed in the sanitary bins break down the bacteria and remove unpleasant odour.</li> <li>• Sanitary waste Disposal Services must be tailored to suit FEA requirements.</li> <li>• Toilet cubicles vary enormously and a sanitary bin should fit easily between the toilet and wall yet is large enough to have maximum capacity.</li> </ul>
<b>Air freshner Units</b>	<ul style="list-style-type: none"> <li>• The spray formulations used are to be ozone friendly so do not contribute to the depletion of the ozone layer.</li> <li>• Must eliminate malodours and odorizing.</li> <li>• The design of the units must offer an ergonomic look.</li> <li>• Fully programmable system to operate 24 hours a day or when the room is light or dark.</li> <li>• Choice of unique refreshing fragrance.</li> <li>• Burst release for strong 'hang' time.</li> <li>• Chemical resistant plastic casing.</li> <li>• Easy aerosol replacement.</li> <li>• Low battery indicator.</li> <li>• Empty can indicator.</li> </ul>
<b>Soap Dispenser Units</b>	<ul style="list-style-type: none"> <li>• Must offer better control system for the soap flow.</li> <li>• Must be easily installed.</li> <li>• Must have the tight valve to prevent drips and clogs.</li> <li>• The design of the units must offer an ergonomic look.</li> <li>• The soap dispenser must remain filled at all times.</li> </ul>
<b>Urinal Sanitizers</b>	<ul style="list-style-type: none"> <li>• Friendly Bacteria act on uric acid scale deposits preventing further build up - the source of bad odours</li> <li>• Creates &amp; maintains comfortable washroom environment</li> <li>• Cleans &amp; maintains drains Programmable to suit traffic</li> <li>• Battery operated</li> </ul>

**TABLE: 1 BUILDING SUMMARY & LOCATIONS, PRICE SCHEDULE**

Item	Description	Airfresh Unit	Sanitary Disposal Unit (SDU)	Soap Dispenser Unit	Sanitiser Unit - Urinal	SBA	Monthly Rate (VIP)
	<b><u>Central Division</u></b>						
1.	Head Office	40	8	10	4	Commercial	
2.	D/B Kinoya	16	1	10	4	Commercial	
3.	Kinoya Meter Lab	1	1	1		Commercial	
4.	Telecom Bldg, Kinoya	3		1		ICT	
5.	Stores Building	3		1	2	Commercial	
6.	Levuka	2		1			
	<b><u>Western Division</u></b>						
	Namoli – Customer Services	2	1	1	1	Customer Service	
	Navutu – Major Projects	2		3		Generation Admin building	
	Navutu - Generation	5	5			Generation Admin building	
	Vuda – Major Projects	11	3	5	1	System Planning NCC	
	Namoli	1		2		Customer	
	Navutu Customer Services	1				Customer Service	
	Navutu - ICT	2				ICT	

	Navutu Stores	1		1		Commercial	
	Navutu Training Centre	7		3		Human Resource	
	Navutu - Administration Bldg	5			1	Commercial	
	NCC Vuda, Lautoka	5				System Planning	
	Nadarivatu	4	3	3		Generation	
	Metering Workshop	3	1	1		Marketing	
	Meter Test Room	1				Commercial	
	Monosavu	2	2	2		Generation	
	Wailoa	2	2	2		Generation	
	Sigatoka Customer Care	2		2		Customer Service	
	<b><u>Northern Division</u></b>						
	Labasa Marketing	7	1	3		Customer Service	
	Labasa Network Building	3	1	3			
	Cawaira Power Station	3		6			
	Savusavu Power Station	2		3			
	Wainiqeu Station			1			
	<b>TOTAL</b>	<b>136</b>	<b>29</b>	<b>65</b>	<b>13</b>		<b>\$ _____</b>

**TABLE: 2 – Price Schedule**

<b>Division</b>	<b>Monthly (VIP)</b>	<b>Annual Cost (VIP)</b>
Central		
Northern		
Western		
<b>Total</b>		

**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"/> 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 165/2015 – Sanitary Services for FEA’s 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.**

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