



**MR 167/2015**

**Construction of Transformer  
Storage Site at FEA's Kinoya  
Depot**

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 & civil contractors to develop proposed Transformer Storage site at FEA's Kinoya depot.

## **SPECIFICATIONS**

### **PRELIMINARY AND GENERAL**

The Contractor shall furnish all labor, materials, equipment, machinery, transportation, and services as necessary to complete all the works included in the Specifications.

### **SITE LOCATION**

FEA's Kinoya Depot.

#### **1. SCOPE OF WORK**

The scope includes: clearing and removing of all obstacles within the limits of earthworks; the excavation of all cuts, re-aligning of surface drains and drainage facilities, carting of excavated material to fill, access road, shaping and maintaining of the works.

#### **2. Plans & Survey**

- a. The contractor shall be responsible for setting out of the proposed storage site accurately to the line and level using the leveling instrument to the instructions supplied.
- b. All measurements are to be taken on the site by the contractors.
- c. The setting out is to be approved by the Property Office prior to the work commencing.

#### **3. Fill Site**

- a. Strip and remove 50mm top soil
- b. Construct the footing and the floor as per the details provided.
- c. All cavities to be fully grouted.
- d. Supply, backfill and compact soap stone to the required level and compaction should be done using a roller at every 200mm.
- e. Supply, spread and compact GAP 65 in 100mm thickness as a hardcore material, full compaction should be achieved after full depth of fill.
- f. Footing shall be found on sound subgrade below the ground level as stated.
- d. Formwork to be planed timbers and shall be fixed so as not to flex or displace during concreting operations.
- e. All formwork must remain in place for 72 hours after the final concrete pour and ensure no traffic passes over after the pouring.
- f. 25 MPa of ready mixed concrete to be used and confirming to relevant standard.
- g. Concrete shall have minimum 28 days strength of 25 MPa.
- h. Use mechanical concrete vibrating poker for consolidating the concrete.
- i. Provide 2 % fall for the surface drainage.
- j. No pouring of concrete shall be done without prior approval from the Property Officer.

- k. No concrete pouring shall take place during rain.
- l. All finished surface shall be covered for a period at least 24 hours to avoid damage by rain or too rapid drying in the heat.
- m. Adequate protection shall be given to the work until cured.
- n. The contractor shall be responsible for replacing any damaged or defective concrete work after one week following the concrete pouring.
- o. Apply one coat undercoat and 2 coats grey finishing paint.

**Part of the work has been completed for this project with a slight variation in the scope of work which will be discussed and assessed during the mandatory site visit at 10.00a.m on Wednesday 21<sup>st</sup> October, 2015.**

#### **4. 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.

#### **5. 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.

#### **6. 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, cleaning up and erosion control. Observe the agreed proposals.

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

**7. 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. Minimize 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.

**8. 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.

**9. 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.

**10. 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.

**11. 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.

**12. WORKING HOURS**

Monday	-	Thursday	8.00 a.m.	-	4.30 p.m.
Friday	-		8.00 a.m.	-	4. 00 p.m.

The bidder can request in writing for permission to carry out the works after hours if necessary.

**13. DURATION OF WORK**

The expected duration for the completion of work shall be **3 weeks**.

#### **14. WET WEATHER**

No work is to be carried during the wet weather.

#### **15. 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.

#### **16. 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.

#### **17. DAILY DIARY REPORTS**

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

#### **18. 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.

#### **19. 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.

#### **20. CLEANUP**

Provide a clean and orderly site at all times.

#### **21. FEA CONTACT PERSON**

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

**22. 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.

**23. 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.

**24. CONTRACT SUM**

The contract sum is the total labour and material cost, including 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.

**25. 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

**26. INDEMINITY**

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.

**27. 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 FPNF liabilities (where applicable) shall be the responsibility of Contractor

## **28. DEFECTS LIABILITY PERIOD**

The Defects Liability Period shall be 6 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 6 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. All care must be taken for the service mains which includes; the water main, electrical cables, sewer lines and inspection chambers.
33. No payment will be made for carting of plant and machinery to work site or back to original base.

#### **34. CONTRACTOR'S OBLIGATIONS**

- a. All care must be taken for the service mains which includes; the water main, electrical cables, sewer lines and inspection chambers.
- b. 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.
- c. 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.
- d. 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.
- e. The contractor must also provide First Aid Kit on the site.
- f. All the contractor's workers are to undergo site meeting and On – Site Contractor Induction.
- g. The owner will provide water and power.
- h. The successful contractor is to provide a work programme and a Safety Work Plan.
- i. The FEA reserves the right to negotiate the price with one or all Bidders.

#### **35. 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 (3 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)

**36. 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.

**37. PAYMENT SCHEDULE**

<b>Percentage Payable</b>	<b>Milestone Payment</b>	<b>Amount (FJD) VIP</b>
50%	50% Completion of Proposed Storage Site	
40%	100% Completion of Proposed Storage Site	
<b>10%</b>	Retention payable upon expiry of 6 months Defect Liability Period	
<b>100%</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***

## **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 28<sup>th</sup> October, 2015**

**Site Inspection will be held at the FEA's Kinoya Depot at 10.00am 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 167/2015 – Construction of Transformer Storage Site at FEA's Kinoya Depot**

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.**

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