



Tender Number: MR 14/2016

Tender Name: PROVISION OF DEPOT UPKEEP/GRASS CUTTING SERVICES FOR NAVUTU DEPOT

SCOPE OF WORK FOR UPKEEP OF DEPOT & GRASS CUTTING SERVICES

Fiji Electricity Authority hereby seeks the services of experienced grass cutting Contractor's to provide the Upkeep/Grass Cutting services for FEA's Navutu Depot.

- 1. Initial Area Inspection** - The Contractor shall make a thorough initial inspection of each site.
- 2. Access to facilities** - Unless otherwise restricted by the Department, Contractor's employees will have access to the locations. Contractor employees shall be subject to the FEA's site's security procedures.
- 3. Cutting Frequency** – Refer to the Tables in the pricing schedule. The grass cutting is to be carried between 7.30 a.m. to 4.30p.m from Monday to Friday.
- 4. One staff to be based from Monday to Friday from 8.00am to 12.00 pm to carry out the following works :**
 - Rake and clean road curbs, footpaths, and depot surroundings from all debris, fallen tree branches, papers and other visible garbage.
 - Pruning of flowers, overgrown tree branches etc.
 - Watering of gardens and plants.
 - Always keep the depot in clean and tidy manner.
 - Empty rubbish bins around the depot.
- 5. Service Report Sheets** - The Contractor to provide the service report sheets for the FEA sites and must notify the Property Officer one (1) day in advance before the grass cutting.
- 6. Identification** - All Contractors' employees shall wear proper identification cards when entering FEA premises and if any technicians are without any proper identification, they will not be allowed into the premises.
- 7. Equipment** - The Contractor shall supply all equipment needed to provide service. These may also include ladders, knives, trimmers, chainsaws, etc to carry out all services. The brush cutter to be fitted with spark arrestors. At no time shall the Contractor use FEA equipment or tools.

8. **Uniform & Protective Clothing** – All Contractor personnel working in or around the building shall wear distinctive uniform. 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.
9. **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.
10. **FEA Contact Person** – The FEA contact person for all communications and decisions are the Property Officer’s and the Unit Leader Strategic Procurements & Properties.
11. **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.
12. **Waste Disposal** – The contractor shall be responsible for all the waste generated by their work in the premises. 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. The Contractor is responsible for cutting raking and disposing grass from the depot.
13. **Insurance Requirements** – A certificate of insurance is required to be submitted to the FEA verifying that the Contractor maintains Workman’s Compensation & Public Liability Cover in the minimum amount required by FEA.
14. **Term of Contract** – the term of contract is for one (1) year.
15. **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 and would be taken to task.
16. 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.
17. Contractor to allow for all safety signs and portable work barriers to isolate work areas while carrying out work. Providing all “work in progress” and all safety directional signage.
18. Proposing a work plan to demonstrate organization and record satisfactory completion of work.

19. Any work that deals with working on heights will need specific written approval by FEA authorized officers.

20. All the staff s 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.

21. Site Visit

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

Locations	Date	Time	Contact Person	Phone #
1. Navutu Depot	10/02/16	10.00am	Rajend Kumar	9273502

22. Scope Of Works – Navutu Depot

Areas Covered

All the lawn areas within the premises and 1m from outside the boundary fence.

The work required by the FEA is as follows:

- a. Cutting and raking of lawns.
- b. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
- c. Clean all drains and culverts along and inside the Work Area and outside the boundary and to clear the same.
- d. To remove creepers along the fence at the Work Area and spray weed killer in the areas that are not accessible to the brush cutters such as pole yard and transformer yard. Weed Killer to be supplied by the contractor.
- e. The Contractor must also cut 1m away/outside from the boundary fence allowing the boundary to be visible.

- f. All rubbish, refusal and debris amassed shall be cleared immediately after grass, creepers, reeds and other vegetation have been cut and put into bins provided by the Contractor.
- g. Ensure all storm water drains is free from vegetation and silt deposits.
- h. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
- i. Report any defect on fence or any other issue relating to risk and safety.
- j. The Contractor will be responsible for picking up all rubbish and emptying any rubbish bins around the depot to the provided compactor bins.
- k. The Contractor shall trim and prune all trees and hedges and dispose all debris.
- l. The Contractor shall remove all overgrown grass and creepers along the footpaths and clean and maintain all Flower Gardens.
- m. The Contractors shall ensure that the depot is kept at neat and tidy condition at all times.

23. Pricing Schedule

Navutu Depot - Grass Cutting: 2 Cuts per Month – 15th and 30th of each month

Location	Cost Per Cut (VEP)	Total per month for 2 Cuts (VEP)
Navutu Depot		

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
<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

Submission of Tenders

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 24th February, 2016.

Site Visit: FEA Navutu Depot: 10.00am Wednesday 17th February, 2016

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 14/2016-Provision of Depot Upkeep/Grass Cutting Service for FEA'S Navutu 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. (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.**