



TENDER NAME

**GRASS CUTTING AND
COMPOUND CLEANING AT
LOLOLO REPEATER STATION**

MR 52/2017



Tender Number: MR 52/2017

Tender Name: GRASS CUTTING AND GENERAL UPKEEP SERVICE OF LOLOLO RADIO STATION SCOPE FOR UPKEEP SERVICE & GRASS CUTTING

Fiji Electricity Authority hereby seeks the services of suitably experienced grass cutting Contractor's to provide the Upkeep/Grass Cutting service for FEA's LOLOLO Repeater Station IN LAUTOKA.

1. **Initial Area Inspection** - The Contractor shall make a thorough initial inspection of the 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 monthly and to be undertaken between 8.30 a.m. to 4.30p.m from Monday to Friday.
4. **Service Report Sheets** - The Contractor to provide the service report sheets for the FEA sites and must notify the Team Leader Telecom West - one (1) week in advance before proceeding to cut the grass at the site.
5. **Identification** - All Contractors' employees shall wear proper identification cards when entering FEA premises and if any employee is without any proper identification, they will not be allowed into the premises.
6. **Equipment** - The Contractor shall supply all equipment needed to provide service. These may also include 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.
7. **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.
8. **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.
9. **FEA Contact Person** – The FEA contact person for all communications and decisions are the Property Officer's and the Unit Leader Strategic Procurements & Properties.

- 10. 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.
- 11. 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.
- 12. 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.
- 13. Term of Contract** – the term of contract is for three (3) years.
- 14. 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.
- 15.** 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.
- 16.** 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.
- 17.** Proposing a work plan to demonstrate organization and record satisfactory completion of work.
- 18.** Any work that deals with working on heights will need specific written approval by FEA authorized officers.
- 19.** 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.

20. Site Visit

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

Locations	Date	Time	Contact Person	Phone #
1. LOLOLO REPEATER STATION	22/3/2017	9.30am to 10am	Epineri Qila	9801603 9992405

b) All interested bidders are to find their own means of transport to LOLOLO REPEATER STATION

21. Scope Of Works – LOLOLO REPEATER STATION

Areas Covered

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

A. The work required by the FEA is as follows:

1. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
2. Cut and clear all drains and culverts along and inside the Work Area and outside the boundary.
3. 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.
4. 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.
5. Ensure all storm water drains is free from vegetation and silt deposits.
6. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.

22. COMMENCEMENT OF WORKS

- 1 Upon signing the Contract and receipt of the Fiji Electricity Authority Local Purchase Order.

23. COMPLETION OF WORKS

1. Fifteen (15) days from the date specified in 22. 1

24. TRANSPORT/TOOLS/EQUIPMENT

1. The Contractor undertakes to train its members who will be responsible in performing the work whether the member is a grass cutter or a driver who will be transporting the workers to the work site.
2. The Contractor shall be solely responsible for providing transportation, tools and equipment to and from the worksite while carrying out the grass cutting Contract.
3. The Contractor shall supply equipment such as safety gum boots, ear muffs, safety glass and relevant safety equipment for safe completion of work.

25. INSURANCE

1. The Contractor shall be solely responsible for insurance cover of person, tools, equipment involved in grass cutting under this Agreement.

26. LIABILITY AND INDEMNITIES

1. The **FIJI ELECTRICITY AUTHORITY** is indemnified from all lawsuits and other legal interests, arising from act or omission constituting negligence of members of **Contractor**, such as:
 - i. Injuries or death of a member of this contracted party
 - ii. Injuries or death of road users
 - iii. Damages to or loss of tools and equipment used in this contract.
 - iv. Damages to or loss of tools and equipment caused to road users.
 - v. Disputes that may arise between the CONTRACTOR and the ROAD USER at any time.

27. RATES FOR CHARGES, INVOICING AND PAYMENT

Lololo Repeater Station – Grass Cutting: As and when required basis

1.

<u>Location</u>	Cost per cut [MONTHLY]
LOLOLO REPEATER STATION	

2. The Contractor will issue an original tax invoice and send same to the Unit Leader Procurement Accounting, Head Office of the Customer.
3. FEA will the pay in one lump sum payment upon completion of works according to Fiji Electricity Authority's satisfaction.
4. The Fiji Electricity Authority will pay the amounts specified in the original invoice as being payable within thirty [30] days of receipt of such invoice. Unless the Contractor presents a current tax exemption certificate from the Fiji Islands Revenue and Customs Authority, Fiji Electricity Authority shall deduct any provisional tax from the payments owing to the Contractor.
5. The payment will be made by a cross cheque payable to Contractor's bank account and not to any individual.
6. All matters relating to taxation such as income tax, withholding tax, provisional tax, PAYE and other tax issues shall be the responsibility of the Contractor. Similarly any superannuation related issues such as FNPF liabilities (where applicable) shall be the responsibility of the Contractor

28. SAFETY

1. The Contractor will ensure that all works are in compliance to 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.
2. The Customer agrees to conduct an induction for the Contractor and its members to familiarize with the Fiji Electricity Authority Occupational Health and Safety Policy.
3. The Contractor will ensure that its members stay away from the area of the Fiji Electricity Authority High Voltage Switchyard [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.

29. DURATION OF THE CONTRACT

This Contract is two [3] years unless terminated sooner in accordance with clause 31.1

30. COMPLIANCE WITH THE LAWS OF FIJI ISLANDS

The Contractor and its members shall comply with the relevant laws of the Fiji Islands and particularly the FNPF Act, VAT Act and Income Tax Act.

31. TERMINATION OF CONTRACT

1. Fiji Electricity Authority reserves the right to terminate the contract should it find the services of the Contractor unsatisfactory.
2. The Contractor shall be notified in writing one month in advance of Fiji Electricity Authority intention to terminate this Agreement.

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 29th March, 2017

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 52/2017 – Grass Cutting and Compound Cleaning at Lololo Repeater Station

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.**