



**Supply & Installation of new Air
Conditioning Units at various
FEA Sites Fiji Wide**

Tender Number: MR 60/2017

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 contractors to supply and install new Air Conditioning (AC) Units at various FEA Sites Fiji Wide.

A. SPECIFICATIONS

1. PRELIMINARY AND GENERAL

The Contractor shall furnish all labor, equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications.

2. SITE LOCATION

Central, Western and Northern Division including Levuka and Taveuni.

3. Fiji ELECTRCITY AUTHORITY

The contractor shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force.

4. BUILDING CONDITIONS

The contractor is advised to visit and assess the site and existing premises prior to tendering, as no claim will be allowed on the grounds of ignorance of the conditions existing.

5. WORK PLAN

The contractor shall prepare a Work Programme, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Property Officer for his approval before commencing with work on the site.

B. OTHER RELEVANT INFORMATIONS

1. 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.

2. 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.

3. 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.

4. DURATION OF WORK

The expected duration for the completion of work shall be three (4) weeks.

5. 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.

6. DAILY DIARY REPORTS

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

7. 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.

8. 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; and clean all surfaces, including those of the affected portions of the existing premises, internally and externally, and leave the works clean and to the satisfaction of the Property Officer at completion.

9. FEA CONTACT PERSON

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

10. 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.

11. 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

12. Site Visit

- a) All interested bidders who wish to visit any of the sites to inspect the premises before bidding shall contact the following personal and make arrangements.

Location	Contact Person
1. Central	Shifaan Ali – 999 2401
2. Western	Mohammed Imnaz – 992 5897
3. Northern	Shahbaz Hussain – 991 1588
4. Levuka	Joseph Douglas – 999 2489

- b) It is recommended that all tenderers shall inspect and examine the site, its surroundings, and shall satisfy him or herself before submitting his tender, as to the nature of the work and necessity for the carrying out the contract work
- c)

13. Scope of Works

- All air conditioning units must come with refrigerant R410a which has ZERO ozone layer depleting property.
- All air conditioning units must be of inverter types.
- All air conditioning must have conformal coatings on PC boards.
- All air conditioning must have anti-rust element applied on outdoor units to prevent from rusting.
- The air conditioning units must have readily available back up parts in Fiji.

14. Pricing Schedule

The table below gives details the number of air conditioning units that needs to be replaced with existing defective ones:

Unit Type & Location	Piping	Unit Description & Warranty	Supply and Installation Cost (VIP)
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<u>FEA Head Office, Suva</u>			
1 x 48,000BTU Cassette type unit for Finance Department	approximately 25m		
1 x 18,000 BTU unit for Contact Center Area	approximately 5m		
<u>FEA Kinoya</u>			
3 x 48,000BTU Cassette type unit for Network Building	approximately 25m		
1 x 18,000 BTU unit for Metering Workshop Kinoya	approximately 6m		
1 x 12,000BTU split type unit for Stores Office	approximately 5m		
<u>FEA Navutu, Lautoka</u>			
3 x 48,000BTU Cassette type unit for Navutu Admin Building	approximately 25m		
1 x 12,000BTU split type unit for Meter Test Room	approximately 3m		
1 x 18,000BTU split type unit for ICT Server Room	approximately 6m		
1 x 24,000 BTU split type unit for Navutu Board Room	approximately 6m		
1 x 12,000BTU split type unit for GMMP Office	approximately 6m		
1 x 18,000BTU split type unit for Supply Chain Office	approximately 3m		
1 x 12,000BTU split type unit for Customer Service area	approximately 6m		
2 x 24,000BTU split type unit for Namoli House Lautoka	approximately 6m		

<u>FEA Tavua</u>			
1 x 24,000BTU split type unit for Tavua Office	approximately 5m		
<u>FEA Sigatoka</u>			
1 x 18,000BTU split type unit for Generation Office	approximately 6m		
1 x 24,000BTU split type unit for Sigatoka Depot Office	approximately 6m		
<u>FEA Labasa</u>			
1 x 18,000BTU Unit for Cawaira Power Station	approximately 6m		
2 x 18,000BTU Unit for Labasa Office and Server Room	approximately 6m		
<u>FEA Levuka</u>			
2 x 18,000BTU Unit for Office and Workshop	approximately 8m		

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

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 60/2017 – Supply and Installation of New Air-Conditioning Units at Various FEA sites, 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 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.**