



**SUPPLY AND INSTALL OF THE ROLLER
SHUTTERS IN THE TRANSFORMERS
AND O&M WORKSHOP, NAVUTU.**

Tender Number: MR 365/2017

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 carry out removal of old shutters, supply and install of Roller Shutters at the Transformers and O&M workshop, Navutu.

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

Navutu, Lautoka.

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 Program, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Officer in charge for his approval before commencing with work on the site.

B. OTHER RELEVANT INFORMATIONS

1. SITE SAFETY MANAGEMENT SYSTEM

The contractor shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force. The contractor is to obtain all approvals from Ministry of Labour for any scaffolding to be used on the site. All PPE's and other safety equipment's will be checked by FEA's Health and Safety Department (HSE) to confirm if they are in compliance with the relevant current safety standards. No work shall commence prior to approvals given from FEA's HSE Department.

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 one (1) week.

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 Officer in charge or Team Leader.

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 Officer in charge or Team Leader at completion.

9. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT

FEA maintains drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites. Smoking tobacco is not allowed in FEA buildings and if so there will be designated smoking areas. 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.

10. 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

11. Site Visit

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

Location	Date	Time	Contact Person
Navutu, Lautoka	27/12/17	9.00 am	Kaushik Kumar

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 work.

General Condition

The FEA approved contractor must ensure that the Building Maintenance work and any further additional works required here within – must be carried out in compliance to the National Building Code of Fiji, for Cyclone Certification works and must take under consideration, that there will be no further variation costs involved during commencement of the contract period or the approved contractor must be liable for any variations.

The Approved Contractor must ensure that any damaged caused to its existing infrastructure and premises should take the responsibility to repair and be liable for damages, and also that its employees are working under OHS regulations ensuring safety at all times.

The contractor to closely coordinate with the relevant authorities for the compliance and standards required, and update all the progress activities to the Officer in charge.

The Approved Contractor must ensure that only treated A-Graded Timber to be used. All timber material structure to be painted with oil based paint and concrete structure with Water based paint. All roof sheets and screws shall be compliant to relevant Australian Standard and National Building Code of Fiji.

The contractor shall declare all the sub-contractors used in completion of the works and FEA financial terms are applicable to these works,



SCOPE OF WORKS:

Site location: TRANSMISSION AND O&M WORKSHOP,
NAVUTU

SUPPLY AND INSTALL OF THE ROLLER SHUTTERS IN THE TRANSFORMERS AND O&M WORKSHOP, NAVUTU.

SCOPE	COST (VIP)	REMARKS
<p>1. DOOR SHUTTERS To remove the old main 2x shutters. To supply and install 2x new electronic Roller shutters complete with 4 sets of remote each and manual control. The covered area is 6600mm height and 6000mm width. The electronic roller shutters must be of AS/NZS standard and able to withstand a category 5 Cyclone.</p>		

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
NO. _____ | 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
<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 3rd January, 2018

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 365/2017 – Supply & Installation of the Roller Shutters for the Transformer Workshop in Navutu, Lautoka

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.