



**FIJI ELECTRICITY AUTHORITY**

**EOI 01/2018**

**PEER REVIEW ENGINEER**

**ELECTRICAL ENGINEERING**

# **Specification Document**



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## 1.0 ABSTRACT

The Fiji Electricity Authority (FEA) is responsible for generating, transmitting and retailing electricity in Fiji. The FEA is evolving rapidly plays a critical role in advancing the national economy of Fiji and sets high priorities on key values such as Customer Focus, Teamwork, Honesty, Transparency, Courage to do what's right for FEA, Individual Accountability and Innovation.

## 2.0 EXPRESSIONS OF INTEREST

The Fiji Electricity Authority (FEA) invites Expressions of Interest for the appointment of an Independent Peer Review Electrical Engineer who will be part of the Board Tender Sub Committee to carry out peer reviews of the tender evaluation of any major electrical equipment purchased by FEA.

The Peer Review Electrical Engineer shall also provide peer review services to the FEA Electrical Engineering Team as and when required.

## 3.0 TERMS & CONDITIONS

- a) **FEA's Right to Appoint**- Note that regardless of anything expressed or implied to the contrary in this document, FEA reserves the right to conduct the EOI process as they see fit and FEA reserves the right to select the successful respondent as it sees fit.
- b) **Confidentiality** – The selected party shall be required to enter into confidentiality agreements with FEA as appropriate.
- c) **Conflict of Interest** – the selected party shall not participate in the peer review of tenders in which any bidder has a business or personal relationship with the selected party.
- d) **Decision Process** - Respondents are to submit their best proposal for all of the requirements listed. The decision process is not solely dependent on price and issues in the EOI; design, service and quality levels are also extremely important. Respondents' offers may be accepted in part or in full at the sole discretion of FEA. FEA may select more than one respondent to provide the requirements stated in this document.
- e) **Additional Information** - The respondent may be called upon to supply information additional to that shown in its submission in respect of the services to be provided. The respondent may be required to authenticate and, or provide evidence of claims made in its submissions. False or misleading claims or claims that cannot subsequently be authenticated may disqualify a respondent from further consideration and render their submission invalid. Respondents can include in their submission any other information that may enhance the competitiveness of their submission.
- f) **Acceptance** - No submission shall be deemed to have been accepted until a formal written agreement is executed by the parties. An invitation to negotiate further with a respondent will not constitute an acceptance of the submission by The Fiji Electricity Authority (FEA).



An acceptance of a submission or any invitation to negotiate or make an offer will not constitute a contract to supply services to The Fiji Electricity Authority (FEA).

- g) **Reservation of Rights** - The Fiji Electricity Authority (FEA) reserves the right to extend the submission closing date, amend the requirements at any time prior to the submission closing date, provided that the amendment is notified to all respondents, include non-compliant responses in any evaluation, seek information from or negotiate with one or more of the respondents on any issue at any time and to continue to negotiate with one or more of the respondents, discontinue negotiations at any time with any respondent, abandon this process whether before or after the receipt of submissions, make inquiries of any person, company or organisation to ascertain information regarding the respondent and its submission, take any other action it considers appropriate.

And if The Fiji Electricity Authority (FEA) chooses to exercise any of these rights, no claim may be made against The Fiji Electricity Authority (FEA) for any resulting costs or losses.

- h) **Respondent's Expectations** - Respondents may expect the following:
- i) The Fiji Electricity Authority (FEA) will preserve the confidentiality of respondents' confidential information
  - ii) The Fiji Electricity Authority (FEA) will afford invited respondents the opportunity to compete fairly for the business
  - iii) The Fiji Electricity Authority (FEA) will provide advice to respondents on the outcomes of their offer

## 4.0 INSURANCES

The Electrical Engineering Peer Review Engineer shall provide the following:

- a) Professional Indemnity Cover (PI) of F\$ 5,000,000 minimum.
- b) Public Liability Cover of F\$1,000,000 minimum.
- c) Workers Compensation Cover of \$250,000 minimum.

Confirmation of the above coverage requirements and details of current insurances shall be provided with the submission.

Absence of any of the above insurance requirements shall result in disqualification.

## 5.0 ASSESSMENT CRITERIA

- a) Professional Electrical Engineering Degree from a Recognized Engineering Institution
- b) Professional Membership of IEAUST, IPENZ or IEEE
- c) At least 20 years of post-qualification experience as a practicing Electrical Engineer with extensive experience in heavy electrical equipment.

Absence of any one of the above shall result in disqualification.



## 6.0 COSTS

Bidders shall NOT submit any prices with this Expression of Interest (EOI). Price and rates for services shall be finalized with the successful bidder.

Note that remuneration for attendance to Board Sub-committee meetings shall be as determined by the FEA Board.

## 7.0 COMPLIANCE DOCUMENTS

The Electrical Engineering Peer Review Engineer shall provide the following;

- a) Fiji Revenue and Customs Authority (FRCA) Tax Compliance Certificate, where applicable
- b) Fiji National Provident Fund (FNPF) Tax Compliance Certificate, where applicable

## 8.0 PEER REVIEW RESPONSIBILITIES

The purpose of the Electrical Engineering Peer Review Engineer is to be part of the Board Tender Sub Committee to carry out peer reviews of the tender evaluation of major electrical equipment purchased by FEA. The Peer Review Engineer shall provide an independent verification that the Tender Evaluation and Reports for the procurement of Electrical equipment is accurate, complete and generally in conformance to the requirements of the Fiji National Building Code, the applicable AS/NZS Codes and any other relevant and/or referenced codes and standards, transparent and above board. The Electrical Engineering Peer Review shall ensure that procurement risk is at a level that is acceptable to FEA.

The Electrical Engineering Peer Review Consultants shall review all of the technical documentation for the project including:

- a) tender specification documents and reports prepared by the FEA project team and make recommendations for any changes for FEAs consideration
- b) Make recommendations on the governing regulations such as FEA Grid Code standards that apply to the procurement
- c) FEA Supplied Design Information including minutes of meetings where pertinent technical issues were discussed/clarified
- d) Electrical Engineering Technical Specifications
- e) Any and all other technical design information relevant to any specific project
- f) Work with FEA project team during peer review process

## 9.0 PERFORMANCE LEVELS

As FEA projects are time critical, the Peer Review Engineer shall be required to allocate time and resources such that services are delivered in a prompt manner.

## 10.0 ACCOUNTABILITY

The professional standard of care to which the Electrical Peer Review Engineer shall be held accountable for in executing the Electrical Engineering Peer Review works is that level of skill and



care are consistent with the Electrical Engineering Peer Review performed by chartered / registered professional engineers of the respective engineering Institutions of Fiji, New Zealand and/or Australia, for projects of similar nature and magnitude.

## 11.0 DOCUMENTATION REQUIREMENTS

- a) Draft Peer Review Design Reports shall be submitted in electronic (word) format via email.
- b) Final Peer Review Report shall be submitted in electronic (PDF) format via email.
- c) Draft Tender evaluation reports shall be provided to the consultant in electronic (PDF) format via email.
- d) Documents required by the Peer Review Engineer shall be provided in hard copy or electronic format, depending on the format in which the document is received by FEA.
- e) Where practical, documents may be provided to the Peer Review Engineer in electronic storage devices (usb, etc).



It is mandatory for Bidders to upload a copy of their bid in the **TENDER LINK** Electronic Tender Box no later than **4:00pm, on Wednesday 14<sup>th</sup> March, 2018**

To register your interest and tender a response, view 'Current Tenders' at:

<https://www.tenderlink.com/fea>

For further information contact The Secretary Tender Committee, by e-mail [TDelairewa@fea.com.fj](mailto:TDelairewa@fea.com.fj)

In additional, hard copies of the tender, one original and one copy must be deposited in the tender box located at the FEA Head Office, 2 Marlow Street, Suva, Fiji no later than **4:00pm, on Wednesday 14<sup>th</sup> March, 2018** - Addressed as

**Tender – EOI 01/2018 - Peer Review Engineer – Electrical Engineering**

**The Secretary Tender Committee  
Fiji Electricity Authority  
Head Office  
Suva  
Fiji**

- **Hard copies of the EOI bid will also be accepted after the closing date and time provided a soft copy is uploaded in the e-Tender Box and hard copy is dispatched to courier before the closing date and time. Please note courier submission date should be forwarded to FEA with your bid.**

Tenders received after **4:00pm** on the closing date of **Wednesday 14<sup>th</sup> March, 2018**

- will not be considered.
- Lowest bid will not necessarily be accepted as successful bid
- **It is the responsibility of the bidder to pay courier chargers and all other cost associated with the delivery of the hard copy of the Tender submission including any Duties/Taxes. Hard copies of the Tender submission via Post Box will not be considered.**

