



Tender Number: MR 140/2018

Tender Name: Provision for Supply of Compactor Waste Bins

Fiji Electricity Authority hereby seeks the services of experienced Contractor's to provide Compactor waste bin services for FEA's various locations.

- 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. 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.
- 4. 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.
- 5. FEA Contact Person** – The FEA contact person for all communications and decisions are the Property Officer and the Unit Leader Strategic Procurements & Properties.
- 6. 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.
- 7. Term of Contract** – the term of contract is for three (3) years.
- 8. 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.
- 9.** 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.
- 10.** All the staffs 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.

11. Specifications

a. Locations :

FEA Navutu Depot, Lautoka

Provide 4 x 4.5m³ Compactor Waste Bins

FEA Head Office

Provide 1 x 4.5m³ Compactor Waste Bin

FEA Kinoya Depot

Provide 2 x 4.5m³ Compactor Waste Bins

FEA Rokobili Power Station, Walubay

Provide 1 x 4.5m³ Compactor Waste Bin

FEA Debua Power Station

Provide 1 x 4.5m³ Compactor Waste Bin

- b. The waste bins provided at these sites must be clean and have proper lids/covers.
- c. The bins should be new and marked or properly identified with proper signage of the contractor when supplied to each location.
- d. The contractor should be in a position to clear the bins with four (4) hours of the request.
- e. These sites are accessible from 8.30am to 4.30pm.
- f. The contractor shall bill for labor, truck fees, office fees, mileage for each of the location and any extra costs for add on locations shall be itemized in a like manner.

12. **Site Visit**

Should the bidders wish to visit any of the locations, arrangements can be made via contacting Shifaan Shameel Ali on 999 2401.

13. Payment Schedule

Location	Bin Rental Per Day (Each)	Waste Disposal Charges Per Trip
FEA Kinoya		
FEA Head Office		
FEA Navutu, Lautoka		
FEA Rokobili Power Station		
FEA Debua Power Station		

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 28th March, 2018.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 140/2018 Provision for Compactor Waste Bin Services for FEA Head Office, Kinoya, Navutu, Rokobili & Deuba Premises.

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.**