



# **Supply and Installation of New Signages for Energy Fiji Limited**

**Tender Number: MR 159/2018**

## **BACKGROUND**

Fiji Electricity Authority has recently been corporatized under the new public company name of: **ENERGY FIJI LIMITED** (Company No. RCBS2018L9676) which was endorsed by the Registrar of Companies and became effective from 16/04/2018.

Energy Fiji Limited (EFL) is a statutory body vested with the responsibility for the provision of electricity supply throughout the Fiji Islands.

Energy Fiji Limited desires to receive tender proposals from the local established signage companies supply & install new EFL's signage structures at the sites recommended by the EFL personnel.

### **1. PRELIMINARY AND GENERAL**

The Contractor shall furnish all labour, materials, equipment, transportation, and services as necessary to complete all the work included in the specification. This work shall include removal/replacement of existing signage structure and as well as installation of new signage's.

### **2. LOCATION**

EFL's Central, Western and Northern sites.

### **3. ENERGY FIJI LIMITED**

The contractor shall at all times comply with all Energy Fiji Limited Regulations currently in force and as well as comply with requirements of Fiji National Building Code and signage standards currently in place.

### **4. SITE CONDITIONS**

The Contract Documents may not represent all surface and subsurface conditions at the site and adjoining areas. The known surface and subsurface conditions shall be compared with actual conditions before commencement of Work. The contractor is to carry out all assessment before tendering.

### **5. 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 Energy Fiji Limited Occupational Health and Safety Policy and the Health and Safety at Work Act, 1996 requiring strict compliance by the parties hereto.

EFL will carry out conduct an induction for the Contractor and its members to familiarize with the Energy Fiji Limited Occupational Health and Safety Policy.

The successful Contractor will ensure that its members stay away from Energy Fiji Limited's, Sub-Station and other private properties in the vicinity of the works carried out [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.

The successful Contractor shall ensure that it has signs to alert the EFL employees and members of the public of work in progress by clearly marking with caution tape and cones.

The successful Contractor will ensure that its staff wears the proper safety attire (Safety boots, helmets, ear muffs, Dust Guard, safety harness belts, safety glasses and hand gloves) when carrying out the Works. The successful Contractor shall ensure that First Aid Kits are provided at the Site.

The contractor shall provide a safety plan within 7 days of being awarded the Contract. The contractor is responsible for the supply of all safety gear.

## **6. OTHER OPERATIONS**

The contractor is advised that other Contractors may be engaged by EFL working around and along the site. The contractor shall not interfere in any way with other works, whether the property of EFL or of a third party and whether the position of such work is indicated to the contractor by the Engineer or not. The contractor shall respect the construction and finish of works and articles supplied or installed by others and will be held responsible for any loss or damage hereto if caused by him, his employees or his sub-contractors.

## **7. WORKING HOURS**

Monday	-	Thursday	8.00 a.m.	-	4.30 p.m.
Friday	-		8.00 a.m.	-	4.00 p.m.

The tender documents are to be accompanied by a detail work programme showing the Tenderer's proposal for carrying out the works. Extended working hours may be granted with prior approval from EFL.

## **8. DURATION OF WORK**

The expected duration for the completion of work shall be three to four weeks.

## **9. WET WEATHER**

No works are to be carried during the wet weather.

## **10. SIGN BOARD**

Sign write to details using approved letter styles and sizes.

The sign boards shall be erected at safe and a visible location for motorists within the road reserve and the sign board will be erected at a location approved by the Property Officer and the Public Relations Manager.

Maintain in good condition until practical completion, then dismantle and remove. The sign board remains the property of the EFL.

## **11. 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.

## **12. CLEAN-UP**

Following completion and testing the entire area will be cleaned up, toilet bowls and basins properly cleaned and cistern wiped down. Remove all packing materials, rubbish etc. from site and destroy.

## **13. CONTRACTOR'S OBLIGATIONS**

- a. All existing removed materials are to be returned to EFL's sites as recommended by the Property Officer and sign-off.
- b. The contractor is to provide the written warranty on the material used and the workmanship.
- c. Provide the mock/artwork for each type of signage.
- d. **High quality materials are to be used which must be reflective and UV ray protected.**
- e. A minimum of **10 years** written warranty is required on the material and workmanship.
- f. All OHS, EFL and the local authority's regulations must be adhered to while the works are in progress as it will be the contractor's responsibility, so that there will be no delays once the project begins.
- g. The project will be carried out in a professional manner, with competent workmen and all the required equipment to ensure the works are completed in the best manner.
- h. All contractors are required to have their workmen on site with appropriate identity cards or they will not be able to enter the EFL premises.
- i. The contractor must also provide First Aid Kit on the site.
- j. All the contractor's workers are to undergo site meeting and On – Site Contractor Induction.
- k. All materials, labour cost and tools and equipment cost to be provided by the contractor in a breakdown for each location inclusive of material, labour and transportation.
- l. The successful contractor is to provide a work programme and a Safety Work Plan for the installation.
- m. Storage of building material on site will be finalized with the Officer in charge at the site who will also oversee/supervise the installations on behalf of EFL.
- n. EFL reserves the right to negotiate the price with one or all Bidders.

#### 14. SITE VISIT

A compulsory briefing will be held at EFL Head Office premises on the 24<sup>th</sup> of April, 2018 at 2.00 pm prior to the actual commencement of the site visit as per the detailed plan below.

	LOCATION	DATE	TIME
	<b>Central Division</b>		
1	Kinoya Depot	25/04/18	9.30am – Site visit will commence from Kinoya Depot
2	Rokobili PS, Wailekutu Sub Station and Hibiscus Park Sub Station	25/04/18	II
	<b>Western Division</b>		
3	Monosavu	TBC during briefing session	II
4	Nadarivatu	II	II
5	Tavua and Vatukola Sub Station	II	II
	<b>Northern Division</b>		
6	Taveuni	TBC during briefing session	II
7	Labasa, Cawaira, Dreketi	TBC during briefing session	II
8	Wainiqueu	TBC during briefing session	II

#### Contact Details:

*Karunesh Rao – Executive Projects and Public Relations Manager – 992 7104*

*Shifaan Ali – Property and Administration Officer – 999 2401*

#### 15. SIGNAGE SIZE/DETAILS

Standard signage sizes and other details will be discussed with those bidders who will be attending the compulsory briefing session at EFL Head Office on 24/04/2018 from 2.00pm.

## EFL Locations

*Central Locations – Yellow*

*Western Locations – Green*

*Northern Locations - Blue*

Item	Description	SBA	Division
	<b><u>Office Buildings</u></b>		
1	Head Office	Commercial	Central
2	D/B Kinoya Office	Commercial	Central
3	Kinoya Telecom Building	ICT	Central
4	Namoli, Lautoka	Customer Services	Western
5	Administration Block, Lautoka	Commercial	Western
6	Navutu Training Centre	Human Resource	Western
7	National Control Centre, Vuda	System Planning	Western
8	Nadi Customer Care Office	Customer Services	Western
9	Sigatoka Office	Generation	Western
10	Monasavu Office	Generation	Western
11	Tavua Depot	Generation	Western
12	Labasa Customer Care	Customer Services	Northern
13	Labasa Network Section	Network	Northern
	<b><u>Power House</u></b>		
14	Levuka Power Station	Generation	Central
15	Rokobili Power Station	Generation	Central
16	Wailoa Power House	Generation	Western
17	Nadi Power Station	Generation	Western
18	Sigatoka Power Station	Generation	Western
19	Wainisalevu Intake House	Generation	Western
20	Nagado Power House	Generation	Western

21	Wainikasou Power House	Generation	Western
22	Nadarivatu Power House	Generation	Western
23	Nadarivatu Penstock House	Generation	Western
24	Nadarivatu Switchyard	Generation	Western
25	Monasavu Intake Gatehouse	Generation	Western
26	Cawaira Power Station	Generation	Northern
27	Wainiqueu Power Station	Generation	Northern
28	Savusavu Power Station	Generation	Northern
	<b><u>Substations</u></b>		
29	Cunningham Rd Substation	Network	Central
30	Deuba Pacific Harbour	Network	Central
31	Kinoya 33kV Substation	Network	Central
32	Kinoya 11kV Substation	Network	Central
33	Korovou Substation	Network	Central
34	Suva Substation	Network	Central
35	Sawani Substation	Network	Central
36	Hibiscus Park Substation	Network	Central
37	Komo Park Substation	Network	Central
38	Nausori Substation	Network	Central
39	Korolevu Substation	Network	Central
40	Vatuwaqa Substation	Network	Central
41	Wailekutu Substation	Network	Central
42	Rakiraki Substation	Network	Western
43	Wailoa 132kV Substation	Network	Western
44	Wailoa 33kV Substation	Network	Western
45	Wainikasau 33kV Substation	Network	Western

46	Rarawai Substation	Network	Western
47	Lautoka Switching Station	Network	Western
48	Pineapple Corner Substation	Network	Western
49	Sabeto Switching Station	Network	Western
50	Maro Substation	Network	Western
51	Natadola Substation	Network	Western
52	Waqadra Substation	Network	Western
53	Qaleloa Substation	Network	Western
54	Tavua Substation	Network	Western
55	Denarau Substation	Network	Western
56	Nacocolevu Substation	Network	Western
57	Butoni- Western	Network	Western
58	Sigatoka Substation	Network	Western
59	Momi Bay Substation	Network	Western
60	Nawai Substation	Network	Western
61	Volivoli Substation	Network	Western
62	Knolly Street Substation	Network	Western
63	Rokobili Substation	Network	Central
64	Labasa/Wanikeu/Dreketi/Savu savu - Northern	Network	Northern
	<b><u>Repeater Stations</u></b>		
65	Lololo, Lautoka	ICT	Western
66	Tuidreke, Lautoka	ICT	Western
67	Nakobolevu, Sigatoka	ICT	Western
68	Taladrau, Monasavu	ICT	Western
69	Monasavu Dam Gauge	Generation	Western



<b>70</b>	Delaikoro, repeater	ICT	Northern
<b>71</b>	Maravu repeater, Savusavu	ICT	Northern
<b>72</b>	Dreketi Repeater	ICT	Northern

## 16. PRICING SCHEDULE

### ROAD SIDE SIGNAGE

	Central	Western	Northern	Taveuni/ Levuka
<i>Sticker cut out only</i>				
<i>Complete new signage on alca-panel</i>				
<i>Complete new signage with new framing</i>				

### SAFETY SIGNAGE

	Central	Western	Northern	Taveuni/ Levuka
<i>Sticker cut out only</i>				
<i>Complete new signage on alca-panel</i>				
<i>Complete new board with new framing</i>				

### CUSTOMER CARE CENTER SIGNAGE

	Central	Western	Northern	Taveuni/ Levuka
<i>Sticker cut out only</i>				
<i>Complete new signage on alca-panel</i>				
<i>Complete new board with new framing</i>				

## MAIN OFFICE SIGNAGE

	Head Office	Kinoya	Navutu Depot	Labasa Customer Care
<i>Change of all frostings</i>				
<i>Change of door signage's</i>				
<i>Others</i>				

## SUBSTATION KIOSKS

	Central	Western	Northern	Taveuni/ Levuka
<i>Carry out complete painting as per EFL selected colors</i>				
<i>Installation of safety signs</i>				

## 17. SPECIAL CONDITION OF TENDER

Bidders shall submit the price as requested for each site and offers submitted shall include the following;

## 18. COMPANY INFORMATION

- Company profile
- Copy of company registration
- Schedule of Directors
- Schedule of key employees and qualifications
- Three written referees from commercial clients
- Similar works carried out in past

## 19. PROFESSIONAL EXPERIENCE

- Area(s) of specialized professional experience
- Recent completed projects and contract value
- Names and contacts of Client references

## 20. CURRENT COMMITMENTS

Company projects currently in progress and projected completion  
Company resources that will available for this project

## 21. OWNERSHIP OF PROPOSALS RESPONSES

All documents, materials, articles and information submitted by the bidder as part of or in support of the Proposal shall become upon submission the absolute property of the EFL and will not be returned to the Bidder at the conclusion tender evaluation process, provided that the Bidder shall be entitled to retain copyright and other intellectual property rights therein.

## 22. EVALUATION OF BIDDER'S CAPACITY

Bidders that cannot demonstrate sufficient capacity to fulfill the tender will not be considered. EFL reserves the right to inspect the premises/facilities of any Bidder for the purposes of determining its ability to fulfill the Contract.

## 23. METHOD OF PAYMENT

The payments may be done as per or similar to the payment schedule below. The fees shall be invoiced within 5 days of following successful completion each phase of work after the verification of the Property Officer and shall be payable within thirty (30) days from the date of invoice.

### SCHEDULE OF PAYMENT

<b>Progress Claim</b>	<b>Percentage Payable</b>	<b>Milestone Payment</b>	<b>Amount(FJD) VIP</b>
1 <sup>st</sup> Claim	30%	Upon successful installation of signs at Central region	
2 <sup>nd</sup> Claim	30%	Upon successful installation of signs at Western region	
3 <sup>rd</sup> Claim	30%	Upon successful installation of signs at Northern region	
	10%	10% of the total sum to be as Retention Sum and shall be paid upon completion of Defects Liability Period of 6 months	
<b>Total</b>			<b>\$ _____</b>

**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 EFL 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 2<sup>nd</sup> May, 2018.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 159/2018 – Supply and Installation of New Signages for Energy Fiji Limited**

*The Secretary, Tender Committee  
Energy Fiji Limited  
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.**