



Fiji Electricity Authority

Request for Proposal

**MR156/2018 – Supply, Installation and
Commissioning of Insolation Loggers**

April 2018

Quality Assurance Statement	
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	Reviewed by: Krishneel Prasad
	Approved for issue by: Om Dutt Sharma

Revision Schedule					
Rev. No	Date	Description	Prepared by	Reviewed by	Approved by
1	26 Mar 18	Initial Draft	M.A. Khan	K. Prasad	
2		Review & Final Draft	M.A. Khan	K. Prasad	O. D. Sharma
3					

Definitions:

RFP: Request for Price

TOR Terms of reference for the works

Tenderer: The company or consortia that is providing a submission in response to this RFP document

FEA: Fiji Electricity Authority, 2 Marlow Street, Suva, Fiji

Works The project, assignment

PV: Photo-voltaic

MW: Mega-watt

kV: kilo-Volts

km: kilo-metres

1. Background

The Fiji Electricity Authority (FEA)

The FEA is a wholly Government of Fiji owned statutory body that was established under the Electricity Act of 1966. It is supervised by a Board of eight members comprising a Chairman, Deputy Chairman, the Chief Executive Officer of FEA, the Permanent Secretary of Infrastructure and Transport, the Permanent Secretary of Economy, and representatives of Business and Consumer Groups. All members are appointed by the Minister of Infrastructure and Transport except for the Chief Executive of FEA, who is appointed by the Board with approval of the Minister. The Management team of the FEA consists of Chief Executive Officer, Chief Finance Officer, General Manager Human Resources, General Manager Generation, General Manager Network, General Manager System Planning and Control, General Manager Customer Services, Chief Information Officer, General Manager Major Projects & Strategy and General Manager Commercial.

FEA maintains power supply systems on the larger islands of Viti Levu, Vanua Levu, Taveuni and Ovalau, which account for some 90% of the country's population. Installed generation capacity is approximately 321.97MW, comprising 146.31MW in thermal generation, 137.10MW in hydro-power stations and 9.72MW in wind. Transmission is provided by 140km of 132kV lines (connecting Wailoa Power Station to the East and West coasts) and about 266km of 33kV lines. Power distribution is by means of more than 9,000km of 11kV and 415/240V lines.

2. Project Overview

2.1 Project Drivers and Summary

FEA has embarked upon an ambitious program of development in order to fulfil its strategic objectives. These include development of new generating and power system projects as well as improving reliability and capacity-building to meet future load growth.

As part of this ambition program, FEA is exploring the possibility of installing grid connected solar PV systems. Two sites have already been earmarked and further studies on sun hours and solar potential needs to be carried out.

Hence, FEA invites reputable weather equipment suppliers to tender for the supply, installation and commissioning of three (3) Insolation loggers.

FEA expects the ground installations to be completed within one month of execution of contract and issue of a purchase order with the selected supplier.

3.0 Project Objective

The primary objective of solar insolation loggers will be to provide sun-hours and solar irradiance pattern data for the evaluation of a grid connected solar PV system. The data shall be stored in a central location and accessible by FEA. The solar insolation loggers shall store up to seven (7) days of

data locally in case there is a communication link failure, for access. In all cases, the selected supplier shall be required to provide training to FEA (upto a team of 30 persons) for installation, maintenance, troubleshooting and commissioning of the solar insolation data logging system, including data extraction and analysis techniques. Any software, tools or special equipment required (except computers) shall be provided by the selected supplier as part of the contract.

The supplier shall also provide prices for supply of recommended spares for the solar insolation data logging system.

4.0 Scope of Works

This section sets out the Scope of Works for the Supply, Installation and Commissioning of Insolation Loggers, as detailed in Section 3 above. The scope of work for this project is defined along the following tasks which shall be undertaken:

- 4.1 To provide a renowned, reliable and robust Insolation logger system and this shall include all related cost involved.
- 4.2 To prepare a full cost estimate for the installations of Insolation logger project and installation timetable, including complete technical specifications, conceptual drawings, a Bill of Quantities showing best estimates of quantities. Costs to be broken down per each location. And identify any tax and duty components.
- 4.3 To determine the land area requirements for installations of the stations, and allow for a fence around the installation for security purposes, and any other recommended security measures.
- 4.4 To prepare a preliminary drawing for the layout of the stations with all structures included.
- 4.5 To identify any possible environmental and social-economical impacts and provide mitigating factors.

5.0 Request for Price (RFP) Submission

The Request for Proposal for the Supply, Installation and Commissioning of Insolation Loggers shall include the following:

- 5.1 A covering letter including the complete name and address of the firm(s) performing the project, the principal firm including the name and title of person principally responsible for the project.
- 5.2 A detailed technical proposal with standards, specifications, methodology and indicative drawings or sketches including a programme for the works/services. Comments on the TOR/Scope of Works can be included to add value to the submission.
- 5.3 State a lump sum fee for the entire works/services, and clearly identifying the breakdown of costs according to the locations mentioned in Section 3.
- 5.4 Provide Price options for:
 - a. Stand-alone insolation logger, with site installation as described in Section 4 above.
 - b. Insolation logger with telemetry to the FEA's National Control Center in Vuda, Lautoka. Telemetry options can be GSM based on existing available cellular networks, or satellite based. Provide prices for both telemetry options, with site installation as described in Section 4 above.

- 5.5 State hourly rates of personnel resources, if FEA requests to undertake additional work related to this assignment.
- 5.6 Company background and evidence of similar works undertaken by the firm(s) over the last five years including project name, summary of work carried out, contact name and address of clients.
- 5.7 Background of proposed sub-consultants/contractors, if any.
- 5.8 CV's of personnel that will be engaged in the work including sub-consultants/contractors.
- 5.9 Completed Responsibility matrix as shown below.

6.0 Responsibility Matrix

The responsibility matrix shall define key personnel who will be involved directly and indirectly with the proposed hydro project.

Responsibility Matrix – Please use similar template

Name	Firm	Overall Project Management	Speciality/ Skills Required					
			Technician					
John X	XYZ	X						
Mary Y	ABC		X					

NOTE:

- a) Complete the first row with the Specialties required
- b) Complete the first column with the names of Project Key Staff.
- c) One Project Key Staff person may be responsible for more than one Speciality.
- d) Place a mark in the appropriate column relative to the appropriate Project Key Staff and Speciality.

8.0 Contract Condition

The contract will be based on FIDIC General Terms and Conditions of FIDIC Client/Consultant Contract Model Services Agreement (White Book) Fourth Edition 2006.

Modifications/additional clauses are given in Appendix 1.

The bidder can propose an alternate if deemed necessary.

9.0 Insurance

The consultant shall be required to provide Certificates of insurance including any Professional Indemnity Insurance cover.

10.0 Evaluation Methodology

The RFP submissions shall be checked for completeness, firms that fail to submit all information required above may not be considered for award. A 55% weighting shall be given for the firm and personnel background and performance and 45% for the lump sum price.

11.0 Additional Information

FEA Project Manager

The FEA Project Manager for this Assignment shall be

*Mr Mohammed Anees Khan
A/General Manager – Major Projects & Strategies
Navutu, Lautoka*

12.0 Closing Date

Submissions close at **1600hrs (Fiji) Time 25th April 2018** at FEA's Suva office. Submissions are to be received at this location in an envelope prior to the specified time and marked:

*Tender MR156/2018
RFP - Supply, Installation and Commissioning of Insulation Loggers
Secretary Tender Committee
Fiji Electricity Authority
2 Marlow Street
Suva, Fiji*

- Facsimile submissions will not be accepted.
- Late submissions will not be accepted
- All submissions shall be in the English language.
- Electronic copies will be accepted if the hardcopy is received prior to closing date.
- All proposals shall be in a two complete and bound hard copies with one soft copy on CD

13.0 Costs

All costs of preparing the submission shall be borne by the tenderer.

14.0 Enquiries

All enquiries shall be directed to:

*Tuvitu Delairewa
General Manager Commercial
2 Marlow Street, Suva
Phone: + 679 331 1133
Facsimile:+ 679 331 1882*

Email: TDelairewa@fea.com.fj

15.0 Site Visit

A visit to site can be arranged by FEA, upon request, giving 1 weeks advance notice.

16.0 Notification and Award

Following FEA board approval, tenderers will be advised, by letter, whether they have been successful or not. Tenderers will be able to debrief with the evaluation team should they so request, however the scoring information will not be released to any of the tenderers at any time.

Notwithstanding any other provision of this document, FEA reserves the right to:

- Accept or reject any proposal
- Seek clarification of any aspect or information provided in the RFP document and to seek further information from any party
- Amend the closing date for submission of the RFP or any other date referred to or implied in this Request for Proposals
- In whole or in part, suspend or cancel this RFP process and/or the overall process
- Re-advertise this RFP

Appendix 1: Condition of Payments

Payments Terms

All payments shall be due and payable by FEA in accordance with the payments terms detailed below.

The payments shall be made on completion of milestones as identified in the Terms of Reference by FEA.

Payments to be made will fall into two categories.

Payments for work carried out off-shore and hence not subject to GST or VAT, but will be subject to 15% non-resident Withholding tax and will be deducted by Employer.

Payments for work carried out within Fiji (i.e. on-shore), and hence shall be subject to Fiji Income tax legislation for resident company and for non-resident company will also be subject to 15% non-resident Withholding tax and will be deducted by Employer.

Off - Shore Work

All invoices issued for off-shore work shall be expressed in the foreign currency and will be issued using Bidder's Commercial Invoice. No GST or VAT shall be included in the invoice. Payment of the foreign currency shall be paid at the prevailing exchange rate as at the date of payment. The Employer shall pay the invoice amount in foreign currency to each overseas bank account nominated by Contractor within 30 days of receipt of the commercial invoice.

On - Shore Work

All invoices issued for on-shore work pursuant to this Contract shall be expressed in Fiji Dollar currency and will be subject to Fiji income tax. The invoice shall be issued using Bidder's Fijian registered entity letterhead. FEA shall pay the amount agreed to in Fiji dollars including the VAT amount to a local bank account nominated by the Bidder. FEA shall pay the invoiced amounts within 30 days of receipt of the invoice.

The Bidder shall advise FEA details of its Fijian registered entity including the Tax Identification Number given by the Fiji Revenue and Customs Authority (FRCA) as soon as possible after the execution of this Agreement.

FEA shall not be responsible to pay invoices issued by the Bidder or its Fijian registered entity if such invoices are not in conformance with the above stated requirements.

If FEA disputes any portion of the amount claimed in an invoice submitted by the Bidder or by its Fijian registered entity, FEA shall notify the Bidder in writing of the reasons for disputing the amount and FEA shall pay that portion of the amount in the invoice that is not in dispute.

The Bidder hereby agrees that payments made by FEA in accordance with this Agreement to the Bidder's Fijian registered entity shall be proper consideration deemed to be received by the Bidder.

All matters relating to taxation such as income tax, withholding tax, provisional tax, PAYE and other tax issues shall be the responsibility of the Bidder. Similarly any superannuation related issues such as FNPF liabilities (where applicable) shall be the responsibility of the Bidder.

Appendix 2: Additional Clauses to FIDIC Conditions of Contract (White Book, Fourth Edition, 2006)

Add to Clause 2.1.1 fourteen [14] days in place of “reasonable time”

Alteration of clause 2.3.1: Insert the word “reasonably” in between the words “all” and “in” in the second line.

Delete and replace “56”days to ”28 “days to Clause 4.6.1

Alternation to Clause 4.6.2

Delete and replace “21”days to “14“ days on third line and 35”days to “7” days on fifth line.

Alteration to Clause 5.2.1

Delete and replace “20” days to “30” days on the first line

Alteration to Clause 5.1.1; Add the following words as second paragraph:

“The Initial Mobilization Fee will be advanced within 7days from execution of the Contract by both the parties. The Contractor shall arrange to issue an Advance Payment Guarantee with a preferred bank of the Client, in the proportion of the amount of the Initial Mobilization Fee received by them at the same time before the advanced is made by the Client. The Advance Payment Guarantee shall expire 28days after the Time for Completion.”

New clause 5.4.2:

“Notwithstanding the provisions of clause 5.4.1, the prices bid by the Contractor shall include all customs duties, import duties, levies, business taxes, income and other taxes including any applicable withholding tax that may be levied in accordance to the laws and regulations in being as of the date 28 days prior to the closing date for submission of bids in the Country on the Consultant’s remuneration, imported goods, goods imported for the Services and documents. Nothing in the Agreement shall relieve the Consultant from his responsibility to pay any tax that may be levied in the Country on income, expenses and profits made by it in respect of the Agreement.”

Clause 6.5 – (Drafting error) Change the clause reference from “6.4.1” to “6.5.1”.

Add to Clause 7.1.1 and 7.2.1

As an insertion new 7.1.4 and 7.2.4 respectively:

“The Consultant shall buy a Professional Indemnity Insurance Cover, Workmens’ Insurance Cover and Consultant’s All Risk Cover to adequately and fully cover any losses, claims arising under this BIDDER Agreement.”

Tender Submission - Instruction to bidders

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 25th April, 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

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 25th April, 2018** - Addressed as

**Tender – MR 156/2018 Supply, Installation and Commissioning of insolation Loggers
The Secretary Tender Committee
Fiji Electricity Authority
Head Office
Suva
Fiji**

- **Hard copies of the Tender 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 25th April, 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.**