



**Tender Number: MR 72/2019**

**Provision of Depot Upkeep/Grass Cutting  
Services for Cawaira Power Station, Savusavu  
Power Station and Labasa Depot**

## **SCOPE OF WORKS**

**Energy Fiji Limited** hereby seeks the services of experienced grass cutting Contractor's to provide the Upkeep/Grass Cutting services for EFL's various locations as listed above.

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 EFL's site's security procedures.
3. **Cutting Frequency** – Refer to the Tables in the pricing schedule. The grass cutting is to be carried between 7.30 a.m. to 4.30p.m or as per the schedule agreement with EFL staff.
4. **Service Report Sheets** - The Contractor to provide the service report sheets for the EFL sites and must notify the Property Officer one (2) days in advance before the grass cutting.
5. **Identification** - All Contractors' employees shall wear proper identification cards when entering EFL premises and if any technicians are without any proper identification, they will not be allowed into the premises.
6. **Equipment** - The Contractor shall supply all equipment needed to provide service. These may also include ladders, knives, trimmers, chainsaws, etc to carry out all services. The brush cutter to be fitted with spark arrestors. At no time shall the Contractor use EFL equipment or tools.
7. **Uniform & Protective Clothing** – All Contractor personnel working in or around the building shall wear distinctive uniform. The Contractor shall provide the protective items required for the performance of the work. Protective equipment, clothing, devices shall conform to the requirements of Fiji Occupational Safety & Health Administration (OHSA) standards for the products used.
8. **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.
9. **EFL Contact Person** – The EFL contact person for all communications and decisions are the Property Officer's and the Unit Leader Strategic Procurements & Properties.
10. **Cooperation with Other Contractors** - Contractor's personnel shall not commit any act which will interfere with the performance of work by any other Contractor or by the EFL.
11. **Waste Disposal** – The contractor shall be responsible for all the waste generated by their work in the premises. No hazardous are to be placed on the EFL dumpsters located on EFL property by the Contractor. All wastes are to be disposed with accordance to the rules and regulations of the Department of Environment. All the costs of disposal to be borne by

Contractor. The Contractor is responsible for cutting raking and disposing grass from the depot.

- 12. **Insurance Requirements** – A certificate of insurance is required to be submitted to the EFL verifying that the Contractor maintains Workman’s Compensation & Public Liability Cover in the minimum amount required by EFL.
- 13. **Term of Contract** – the term of contract is for three (3) years.
- 14. **Tobacco/Alcohol/Drug Free Environment** – EFL 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.
- 15. Contractor shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by EFL. Workers shall act appropriately and professionally at all times. Offensive language or actions are not acceptable. The EFL shall have the absolute right to require replacement of any employee the EFL deems objectionable to work on EFL premises.
- 16. 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.
- 17. Proposing a work plan to demonstrate organization and record satisfactory completion of work.
- 18. Any work that deals with working on heights will need specific written approval by EFL authorized officers.
- 19. All the staffs of the selected Contractor will undergo Contractors Site Induction conducted by EFL and any new staff will report to the Property Section of Supply Chain for the Induction prior to commencement of work.

**20. Site Visit**

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

Locations	Date	Time	Contact Person	Phone #
1. Cawaira Power Station	06/03/19	10-11.30am	Shahbaz Hussain	9911588
2. Savusavu Power Station	06/03/19	3-4pm	Shahbaz Hussain	9911588
3. Labasa Office	06/03/19	8.30-9.30am	Shahbaz Hussain	9911588

**21. Scope Of Works – Labasa Office**

## **Areas Covered**

All the lawn areas within the premises and 1m from outside the boundary fence.

### **The work required by the EFL are as follows:**

- Rake and clean road curbs, footpaths, and depot surroundings from all debris, fallen tree branches, papers and other visible garbage.
- Pruning of flowers, overgrown tree branches etc.
- Watering of gardens and plants.
- Always keep the depot in clean and tidy manner.
- Empty rubbish bins

Other works include:

- a. Cutting and raking of lawns.
- b. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
- c. Clean all drains and culverts along and inside the Work Area and outside the boundary and to clear the same.
- d. To remove creepers along the fence at the Work Area and spray glyphosate in the areas that are not accessible to the brush cutters such as pole yard and transformer yard. Glyphosate to be supplied by the contractor.
- e. The Contractor must also cut 1m away/outside from the boundary fence allowing the boundary to be visible.
- f. All rubbish, refusal and debris amassed shall be cleared immediately after grass, creepers, reeds and other vegetation have been cut and put into bins provided by the Contractor.
- g. Ensure all storm water drains is free from vegetation and silt deposits.
- h. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
- i. Report any defect on fence or any other issue relating to risk and safety.
- j. The Contractor will be responsible for picking up all rubbish and emptying any rubbish bins around the depot to the provided compactor bins.

- k. The Contractor shall trim and prune all trees and hedges and dispose all debris.
- l. The Contractor shall remove all overgrown grass and creepers along the footpaths and clean and maintain all Flower Gardens.
- m. The Contractors shall ensure that the depot is kept at neat and tidy condition at all times.

## **Scope of Works – Cawaira and Savusavu Power Stations**

### **Areas Covered**

All the lawn areas within the premises and 1m from outside the boundary fence.

### **The work required by the EFL is as follows:**

- a. Cutting and raking of lawns.
- b. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
- c. Clean all drains and culverts along and inside the Work Area and outside the boundary and to clear the same.
- d. To remove creepers along the fence at the Work Area and spray glyphosate in the areas that are not accessible to the brush cutters such as pole yard and transformer yard. Glyphosate to be supplied by the contractor.
- e. The Contractor must also cut 1m away/outside from the boundary fence allowing the boundary to be visible.
- f. All rubbish, refusal and debris amassed shall be cleared immediately after grass, creepers, reeds and other vegetation have been cut and put into bins provided by the Contractor.
- g. Ensure all storm water drains is free from vegetation and silt deposits.
- h. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
- i. Report any defect on fence or any other issue relating to risk and safety.

- j. The Contractor will be responsible for picking up all rubbish and emptying any rubbish bins around the depot to the provided compactor bins.
- k. The Contractor shall trim and prune all trees and hedges and dispose all debris within the premises.
- l. The Contractor shall remove all overgrown grass and creepers along the footpaths and clean and maintain all Flower Gardens.
- m. The Contractors shall ensure that the depot is kept at neat and tidy condition at all times.

**22. Pricing Schedule**

**Grass Cutting: 2 Cuts per Month – 15<sup>th</sup> and 30<sup>th</sup> of each month**

<b>Location</b>	<b>Cost for two cuts per month (VIP- FJD)</b>
<b>Labasa Depot</b>	
<b>Savusavu Power Station</b>	
<b>Cawaira Power Station</b>	

**TENDER SUBMISSION CHECK LIST**

***The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid***

Tender Number \_\_\_\_\_

Tender Name \_\_\_\_\_

1. Full Company / Business Name: \_\_\_\_\_

**(Attach copy of Registration Certificate)**

2. Director/Owner(s): \_\_\_\_\_

3. Postal Address: \_\_\_\_\_

4. Phone Contact: \_\_\_\_\_

5. Fax Number: \_\_\_\_\_

6. Email address: \_\_\_\_\_

7. Office Location: \_\_\_\_\_

8. TIN Number:

**(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))**

9. FNPF Employer Registration Number: \_\_\_\_\_ **(For Local Bidders only) ( Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate ( Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate ( Mandatory Local Bidders only)**

12. Contact Person: \_\_\_\_\_

I declare that all the above information is correct.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## **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 4:00 p.m. (16.00hrs Fiji time) on Wednesday 13<sup>th</sup> March, 2019.**

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

**MR 72/2019**

**Provision for Depot Upkeep/Grass Cutting Services for EFL's Cawaira Power Station, Savusavu Power Station & Labasa Depot**

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 on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).**

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.**

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9991587**.

**Bidders are requested to submit a:**

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**