



**Preferred Supplier for Supply & Installation of New Air  
Conditioning Units for Various EFL Sites - Fiji Wide**

**Tender Number: MR 195/2019**

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

The **EFL** is hereby requesting proposals from the reputable contractors/companies to provide costs for **supply** and **installation** of new Air Conditioning Units at various EFL Sites Fiji Wide.

## **A. SPECIFICATIONS**

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

The Contractor shall furnish all labor, equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications.

### **2. SITE LOCATION**

Central, Western and Northern Division including Wailoa, Monasavu, Nadarivatu, Levuka and Taveuni.

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

The contractor shall at all times comply with all Energy Fiji Limited's HSE Regulations currently in force.

### **4. BUILDING CONDITIONS**

The contractor is advised to visit and assess the site and existing premises prior to tendering, as no claim will be allowed on the grounds of ignorance of the conditions existing.

### **5. WORK PLAN**

The contractor shall prepare a Work Programme, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Manager Properties or the Property Officer's for his approval before commencing with work on the site.

## **B. OTHER RELEVANT INFORMATIONS**

### **1. 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.

## **2. ENVIRONMENTAL CONTROL**

Comply with all environmental protection provisions in the Contract and the requirements of any statute, by-law, standard and the like related to environmental protection.

## **3. PROTECTION OF PEOPLE AND PROPERTY**

The contractor shall keep all persons (workers) under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

## **4. DURATION OF CONTRACT**

The expected duration for price validity for this tender shall be for a period of **two (2) years** from the date of signing of the contract. The successful bidder will be required to carry the stocks, and EFL will purchase the units on as and when required basis.

## **5. 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.

## **6. CARE OF THE WORKS, ETC**

The contractor shall keep all persons under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

## **7. CLEARING AWAY**

The contractor shall take down and clear away all plant and temporary work and make good. The contractor shall remove all existing rubbish and debris and surplus materials from the site as they accumulate and at completion; and clean all surfaces, including those of the affected portions of the existing premises, internally and externally, and leave the works clean and to the satisfaction of the Property Officer/Manager at completion.

## **8. EFL CONTACT PERSON**

The EFL's contact person for the project will be the Manager Properties.

**9. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT**

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. 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.

**10. INSURANCE REQUIREMENTS**

The Contractor shall be solely responsible for all respective insurance cover of person, tools, equipment involved in carrying out the Works.

The Contractor must obtain and maintain respective insurance cover at all relevant times sufficient to cover any loss or costs that may be incurred and for which the Contractor is liable in connection with the contractual works, including:

Contractors All Risk	\$500,000.00
Public Liability	\$500,000.00

**11. CLARIFICATIONS**

- a) All interested bidders who wish to seek any clarification can contact the following personnel:

**Name: Shifaa Shameel Ali**

**Email: [ShifaaA@efl.com.fj](mailto:ShifaaA@efl.com.fj)**

**Ph: 999 2401**

- b) It is also recommended that all tenderers shall inspect and examine the site, its surroundings, and shall satisfy him or herself before submitting his tender, as to the nature of the work and necessity for the carrying out the contract work.

**12. Requirements**

The air-conditioning units must be meeting the following standards:

- All air conditioning units must come with refrigerant R410a which has ZERO ozone layer depleting property.
- All air conditioning units must be of inverter types. Non Inverter options may also be provided.
- All air conditioning must have conformal coatings on PC boards.
- All air conditioning must have anti-rust element applied on outdoor units to prevent from rusting.
- The air conditioning units must have readily available back up parts in Fiji.

**13. Specifications**

Please give a detailed specification for both inverter and non-inverter aircon units.

<b>Brand Name</b>	<b>Full Specifications</b>

## 14. Pricing Schedule

Aircon Rating - BTU	Supply and installation cost with 3.0m piping					Cost per meter for additional piping
	<u>Central</u> (Korovou - Suva - Debua)	<u>Western</u> (Wailoa, Monasavu, Nadarivatu, Sigatoka - Nadi - Lautoka- Ba- Tavua- Rakiraki)	<u>Northern</u> (Labasa, Savusavu, Cawaira PS )	<u>Levuka</u>	<u>Taveuni</u> (Waiyevo, Somoso mo)	
<b>Split Type</b>						
9,000 BTU Inverter Unit						
12,000 BTU Inverter Unit						
18,000BTU Inverter Unit						
24,000BTU Inverter Unit						
<b>Cassette Type</b>						
24,000 BTU Inverter Unit						
34,000 BTU Inverter Unit						
43,000 BTU Inverter Unit						
48,000 BTU Inverter Unit						
<b>Ceiling Suspended</b>						
43,000 BTU Inverter Unit						
48,000 BTU Inverter Unit						
<b>Portable Unit</b>						
9,000 BTU Unit						

*-Electrical works will be carried out by EFL if required.*

**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: \_\_\_\_\_

**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 Tender**

**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 26<sup>th</sup> June, 2019.**

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

**MR 195/2019**

**Preferred Supplier for the Supply & Installation of New Air-Conditioning Units for EFL's Premises Fiji Wide**

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.**