



Carry out Excavation Works & Playground Reinstatement at EFL's Navutu Depot

Tender Number: MR 237/2019

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 to excavation and playground reinstatement works at EFL's Navutu Depot.

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

EFL Navutu Depot

3. SCOPE OF WORKS

1. PRELIMINARIES AND GENERAL

Activity	Unit	Quantity	Rate	Cost (VEP)
a) Allow for Mobilization and De-mobilization	LS	1		
b) Allow for site establishment	LS	1		
c) Allow for Insurance and permits and approvals from local Authorities.	LS	1		
d) Allow for site clearing, debris Disposal and surrounding cleaning.	LS	1		
Total carried over to main Summary				

2. CIVIL WORK'S

Activity	Unit	Quantity	Rate	Cost (VEP)
a) Site Clearance that includes light scrub, tress, and existing metal and timber structure.	Item			
b) Clear the top site derbies to be cartway Ground Dimensions to be confirm on site	Item			
c) Roughen soil surface	Item			

d) Level the ground	Item			
e) Spread 150mm top soil and compact the surface	Item			
f) All dumping permits / clearness from Bio security – contractor’s responsibility.	Item			
Total carried over to main Summary				

3. FENCING WORKS

Activity	Unit	Quantity	Rate	Cost (VEP)
a).Remove all the creeping plants from the existing fence derbies to be cartway	Item			
b) Allow to repair or replace the damaged portion type to match the existing.	item			
c) Re-align the existing soccer goal post.	Item	2		
d) Fabricate and install gate, Dimensions to be confirmed on site	Item	2		
Total carried over to main Summary				

<u>Trade Summary</u>	
1. Preliminaries & General	\$.....
2. Civil works	\$.....
3. Fencing	\$.....
4.Other works (please specify)	
Sub-Total	\$.....
9% VAT	\$.....
Total VIP Price	\$.....

Tender prices to be valid for 3 months.

4. ENERGY FIJI LIMITED

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

5. 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.

6. WORK PLAN

The contractor shall prepare a Work Programme in Microsoft project, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the Property Officer for his approval before commencing with work on the site which must be submitted with the tender documents.

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 WORK

The expected duration for the completion of work shall be three (3) weeks.

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. DAILY DIARY REPORTS

Progress reports shall be submitted daily on the forms provided by the Property Officer.

7. 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.

8. 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 at completion.

9. EFL CONTACT PERSON

The EFL's contact person for the project will be the Property Officer Western & Manager Properties.

10. 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.

11. 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.

12. Site Visit

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

Location	Date	Time	Contact Person
1. Navutu depot	23/07/19	10.00am	Shaneel C – Ph: 992 5897

- b) All tenderers shall inspect and examine the site, its surroundings, and shall satisfy him before submitting his tender, as to the nature of the work and necessity for the carrying out the contract work.
- c) All bidders must come in proper PPE for the site visit. Safety or closed shoes is encouraged.

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 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 31st July, 2019.

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

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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**