



Provision for Pest Control Services
for EFL Premises Fiji Wide

Tender Number: MR 143/2020

SCOPE FOR PEST CONTROL SERVICES

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

EFL is responsible for the Generation, Transmission and Retail of electricity on the larger islands, Viti Levu, Vanua Levu and Ovalau, which account for some 90% of the country's population. Installed generation capacity is approximately 237MW, comprising 80MW Monasavu Hydro Scheme and 40MW Nadarivatu Hydro Scheme in Viti Levu and about 112MW of diesel capacity in 14 stations on the three main islands. Of the diesel capacity 92MW is on Viti Levu which has been supplementing the Monasavu hydro scheme for Viti Levu Interconnected System (VLIS) which has been reaching maximum demand of 152MW. Transmission is provided by 145km of 132kV lines (connecting Wailoa & Nadarivatu Hydro Power Stations to the East and West coasts) and about 350km of 33kV lines. Power distribution is by means of more than 8,000km of 11kV and 415/240V lines.

The Contractor will furnish all professional pest/control elimination services including, labour, materials, pesticides, tools, equipment, insurance, permits and fees necessary for control or elimination of flying and crawling insects, pest control, to achieve the efficient, sanitary and ecologically sound operation of the services. The Contractor will be required to document that they are providing vermin control services and have log books documenting those services for EFL facilities.

The service provided will include detailed annual inspections of all facilities, pest monitoring on monthly and quarterly basis.

SPECIFICATIONS AND LOCATIONS

- 1. "Pests"** are defined as, but not limited to the following: Smoky brown cockroaches, ants, silverfish, rats, mice, rodents, bedbugs, flies, hornets, bees, spiders, ticks "sewer flies", house flies, fruit flies, flour beetles, and other such vermin.
- 2. Pests excluded from the contract** – Birds, bats, and all other vertebrates other than commensal rodents, wood destroying organisms, mosquitoes and plant feeding pests. This may be requested as additional service, not included in the scope of this contract.
- 3. Areas to be covered** – Entire EFL's buildings in Central, Western and Northern Division which includes the Offices, Substations, EFL Staff Quarters, Repeater Stations, Power Stations, Workshops, Stores and Guard Houses as listed below, on Table 1.
- 4. Initial Building Inspection** - The Contractor shall make a thorough initial inspection of each building to evaluate pest control needs of the premises and work out the floor area for each building. The Contractor shall identify problem areas and any equipment, structural features or practices that are contributing to pest infestations.

5. **Access to facilities** - Unless otherwise restricted by the Department, Contractor's employees will have access to all locations. Contractor employees shall be subject to the EFL's site's security procedures.
6. **Additional Services** – From time to time Contractor may be asked to perform extra services not specified within the scope of the work. The Contractor shall submit the quotes for all the additional work that is required to be carried out. These additional works will be paid separately by EFL. All the additional work shall be carried out within one (1) working day of receipt of the request or as per arrangement with EFL representative.
7. **Price Adjustment** - Additional EFL sites and facilities may be added or deleted at any time throughout the life of contract agreement. The contractor shall be required to provide the service to any additional sites and facilities subject to all conditions identified. The contract sum shall be adjusted to reflect the changes in the number of sites and facilities serviced as service level varies.
8. **Treatment Frequency** – on monthly and quarterly basis throughout the year as listed in Table 2 below. The selected contractor shall submit the service schedule dates for the whole year. The servicing will be carried from 8.00am to 4.30pm on normal working days.
9. **Pest Management Plan** – The successful contractor will be required to produce Pest Management Plan for all EFL building facilities. The plan shall be submitted within two (2) weeks after the award of the contract. The contractor shall carry out an annual check-up on all facilities, evaluate the pest management program and update the facility management form.
10. **Commercial Pesticide Applicator Certificates or Licenses** – The contractor shall provide the company's pest control license and valid Pesticide Applicator Certificates for every employee who will be performing on-site services under this contract.
11. **Intent to apply pesticide** – Document will include the type of material to be used, building, location, time of treatment at least **72 hours** prior to pesticide application.
12. **Kitchen & Breakout Rooms** – All insecticides to be applied with spot treatment using a low pressure pinpoint application to eliminate the possibility of product contamination.
13. **Use of Chemical Control Methods**– The contractor shall be responsible for the application of all pesticides according to the label. All pesticides must be registered with the Department of Environment of Fiji and legal under Fiji Laws. The contractor shall not apply any pesticides that is not listed in the Pest management Plan.
14. **Monitoring** - The contractor shall describe procedures used for identification of pest presence, access and harbourage locations. Types of monitoring devices will be used are to be mentioned. Any changes in the monitoring process of EFL sites shall be communicated to contractor on the inspection form.

- 15. Site Visit Log** – The contractor will log the date and the purpose of the visit, action taken, follow-up required and duration of visit to each site visit. Special note of emergency or special visits must be recorded.
- 16. Inspection Form** – Inspection activities will be documented on standard inspection forms and maintained in the Log book.
- 17. Professional Services** – The services and consultation of an Entomologist or Pest Specialist must be provided to the building system at no additional cost if need arises.
- 18. Emergency Services** - Special or emergency service shall be requested in exceptional circumstances. The contractor shall be prepared to respond to such a non-scheduled request within four (4) hours (Monday – Sunday) of the receipt of the request. The contractor must respond to all phone calls within 24 hours and must have the local phone number available.
- 19. Identification** - All technicians shall wear proper identification cards and Company uniform when entering EFL premises and if any technicians are without any proper identification will not be allowed into the premises.
- 20. Equipment** - The Contractor shall supply all equipment needed to provide services. These may include ladders to reach all service areas, flashlights and traps. At no time shall the contractor use EFL equipment, tools or traps. The brand names shall be provided on application equipment, bait boxes, traps and any other control equipment.
- 21. Uniform & Protective Clothing** – All contractor personnel working in or around the building shall wear distinctive uniform clothing. All contractor personnel must have proper identification card while on the site. The contractor shall provide 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.
- 22. Vehicles** – Vehicles used by the contractor shall be marked or properly identified with proper signage.
- 23. EFL Contact Person** – The EFL contact person for all pest management communications and decisions is Manager Properties. Individual buildings will have assigned EFL personnel to sign off. The listing of these personnel will be provided to the successful contractor.
- 24. Rodent Control**
- a. **Indoor trapping:** Rodent control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be concealed and in protected areas so as not to be disturbed by any working operations. Trapping devices shall be checked occasionally during population suppression and at reasonable intervals during maintenance activities. The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner

- b. **Outdoor use of bait boxes:** All bait boxes shall be placed out of general view where they will not be disturbed by work operations. The lids of the boxes shall be securely locked or fastened shut. All bait boxes shall be attached or anchored to the ground, building wall or other immovable surface so that the box cannot be picked up or moved. All bait boxes shall be labelled on the inside with the Contractor's business name and address. The Contractor's employee shall date the outside of the box at the time of installation and after each service.

25. Spraying – The Contractor is responsible for carrying out spraying of pesticides during the monthly and quarterly servicing inside and outside of the buildings as listed in Table 2 to prevent the growth or multiplication of any pests or rodents. The MSDS of these pesticides shall be provided to the Authority's Health and Safety Department for approval before doing any application. The pesticide should in no way be harmful to human health.

26. Structural Modifications and Recommendations – The contractor is responsible for advising the respective EFL personnel in writing about any structural, sanitary, or any procedure that may reduce the pests and the contractor shall be responsible for such modifications at a reasonable time.

27. Non pest controls include the use of a portable vacuum for initial pest suppression and use of indoor trapping devices. Bait shall be used where appropriate. Sticky traps shall be used to monitor indoor insect populations and used to evaluate the effectiveness of efforts wherever necessary. Traps must be concealed and not readably accessible to staffs.

28. The contractor shall apply all insecticides as "cracks and crevice" treatments only, the treatments shall not be visible to the bystander during or after application process. Application of insecticides exposed to the surfaces as a space spraying shall be restricted to exceptional cases where no alternative measures are practical. The contractor is to obtain approval from the IPM Coordinator prior to the application. The contractor will follow all the requirements of the product labels including the re-entry periods. The contractor will vary types of chemicals used for treatment of pests so as to render any pest resistance and the contractor must provide details of the chemicals in the Material Safety Data Sheets (MSDS).

29. Waste Disposal – The contractor shall be responsible for all the waste generated by their work on the buildings. 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.

30. Insurance Requirements – Contractors must have valid insurance cover and the same provided to EFL upon request.

31. Term of Contract – The term of contract is for **three (3) years** effective from the date of signing of the contract.

32. Environment & Safety Issues – The contractor is to observe all safety precautions throughout the performance of the term. All work must be strictly in compliance with all government and local health and safety requirements.

- 33. 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.
- 34.** At any time the Technician perceives there is or may be an infestation condition, the Technician shall notify the Manager Properties or the Property Officer. The form and content of this notification shall include at least the following:
- On inspection report: infested area, nature of the infestation, e.g. what did the technician observe, and which other adjacent areas should be inspected/treated.
 - If the Property Officer or Manager Properties is not available, Contractor shall make a follow-up phone call within 1 working day.
 - Contractor shall use methods of treatment which shall not reduce the effectiveness of the treatment.
- 35.** The contractor may be required to treat other areas including the building exteriors in order to maintain a satisfactory level of pest control at all EFL buildings.
- 36.** The contractor shall not store any pesticide product in EFL buildings.
- 37.** All work will be carried out, as a minimum in accordance with manufacturers or suppliers published instructions. In any event, the EFL will act on its own discretion on what is to be done.
- 38.** EFL requests that for all products used, Material Safety Data Sheets (MSDS) must be sent on file before pesticide products are to be used.
- 39.** Contractor shall be financially responsible for obtaining all required permits, licenses and bonds to comply with regulations, and municipal, country laws, and shall assume liability for all applicable taxes.
- 40.** 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.
- 41.** All the staffs of the selected contractor will undergo Contractors Site Induction conducted by EFL.

42. Site Visit

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

Location	Date	Time	Contact	Phone #
1. Head office Suva Training Room	23/06/2020	10.00am	Shifaan Ali	999 2401

b) All tenderers shall inspect and examine the site, its surroundings, and shall satisfy him/herself before submitting his tender, as to the nature of the work and necessity for the carrying out the contract works.

TABLE 1 - BUILDING SUMMARY & LOCATIONS

Item	Description	Frequency of Service	SBA	Division	Monthly Rate	Quarterly Rate
	<u>Office Buildings</u>					
1	Head Office	Monthly	CEO	Central		-
2	Whole of Kinoya Network Building including Workshops	Monthly	Network	Central		-
3	Kinoya ICT Building	Monthly	ICT	Central		-
4	Nausori Customer Care	Monthly	Customer Services	Central		-
5	Namoli House, Lautoka	Monthly	Customer Services	Western		-
6	Administration Block, Navutu	Monthly	CEO	Western		-
7	Navutu Training Centre	Monthly	Human Resources	Western		-
8	National Control Centre, Vuda (NCC)	Monthly	System Planning	Western		-
9	Nadi Customer Care Office	Monthly	Customer Services	Western		-
10	Sigatoka Depot Network Office/ Generation	Monthly	Network	Western		-

	Workshop/ O & M Workshop					
11	Sigatoka Customer Care	Monthly	Customer Services	Western		-
12	Rakiraki Customer Care	Monthly	Customer Services	Western		-
13	Monasavu Depot	Quarterly	Generation	Western	-	
14	Tavua Depot	Monthly	Network	Western		-
15	Labasa Customer Care & Network Building	Monthly	Customer Services	Northern		-
	<u>Stores</u>					
16	Kinoya Depot Stores	Monthly	Finance	Central		-
17	Navutu Depot Stores	Monthly	Finance	Western		-
18	Labasa Stores	Monthly	Finance	Northern		-
	<u>Workshops</u>					
19	Transmission Workshop/ Construction Workshop	Monthly	Network	Western		-
20	O & M Workshop/ T.S.T Workshop	Monthly	Network	Western		-
21	Substation Workshop	Monthly	Network	Western		-
22	Scada ICT Workshop	Monthly	ICT	Western		-

23	Generation Workshop	Monthly	Generation	Western		-
	<u>Power Stations</u>					
24	Levuka Power Station	Quarterly	Generation	Central		-
25	Rokobili Power Station	Quarterly	Generation	Central		-
26	Korovou Power Station	Quarterly	Generation	Central		-
27	Wailoa Power Station	Quarterly	Generation	Western		-
28	Qaleloa Power Station	Quarterly	Generation	Western		-
29	Nadi Power Station	Quarterly	Generation	Western		-
30	Rakiraki Power Station	Quarterly	Generation	Western		-
31	Sigatoka Power Station	Quarterly	Generation	Western		-
32	Wainisalevu Intake House	Quarterly	Generation	Western		-
33	Nagado Power House	Quarterly	Generation	Western		-
34	Wainikasou Power House	Quarterly	Generation	Western		-
35	Nadarivatu Power House	Quarterly	Generation	Western		-
36	Nadarivatu Intake House	Quarterly	Generation	Western		-

37	Nadarivatu Penstock House	Quarterly	Generation	Western	-	
38	Nadarivatu Switchyard	Quarterly	Generation	Western	-	
39	Monasavu Intake Gatehouse	Quarterly	Generation	Western	-	
40	Caiwaira Power Station	Quarterly	Generation	Northern	-	
41	Wainiqeu Power Station	Quarterly	Generation	Northern	-	
42	Savusavu Power Station	Quarterly	Generation	Northern	-	
42	Somosomo Power Station, Taveuni	Quarterly	Generation	Northern	-	
44	Waiyevo Power Station, Taveuni	Quarterly	Generation	Northern	-	
	<u>Substations</u>					
45	Cunningham Rd Substation	Quarterly	Network	Central	-	
46	Deuba Substation	Quarterly	Network	Central	-	
47	Kinoya 33kV Substation	Quarterly	Network	Central	-	
48	Kinoya 11kV Substation	Quarterly	Network	Central	-	
49	New Kinoya	Quarterly	Network	Central		
50	Korovou Substation	Quarterly	Network	Central	-	
51	Suva Substation	Quarterly	Network	Central	-	
52	Sawani Substation	Quarterly	Network	Central	-	

53	Hibiscus Park Substation	Quarterly	Network	Central	-	
54	Komo Park Substation	Quarterly	Network	Central	-	
55	Nausori Substation	Quarterly	Network	Central	-	
56	Korolevu Substation	Quarterly	Network	Central	-	
57	Vatuwaqa Substation	Quarterly	Network	Central	-	
58	Wailekutu Substation	Quarterly	Network	Central	-	
59	Rakiraki Substation	Quarterly	Network	Western	-	
60	Wailoa 132kV Substation	Quarterly	Network	Western	-	
61	Wailoa 33kV Substation	Quarterly	Network	Western	-	
62	Wainikasau 33kV Substation	Quarterly	Network	Western	-	
63	Rarawai Substation	Quarterly	Network	Western	-	
64	Lautoka Switching Station	Quarterly	Network	Western	-	
65	Pineapple Corner Substation	Quarterly	Network	Western	-	
66	Sabeto Switching Station	Quarterly	Network	Western	-	
67	Maro Substation	Quarterly	Network	Western	-	
68	Natadola Substation	Quarterly	Network	Western	-	
69	Waqadra Substation	Quarterly	Network	Western	-	
70	Qaleloa Substation	Quarterly	Network	Western	-	
71	Tavua Substation	Quarterly	Network	Western	-	
72	Denarau Substation	Quarterly	Network	Western	-	

73	Nacocolevu Substation	Quarterly	Network	Western	-	
74	Butoni- Western	Quarterly	Network	Western	-	
75	Sigatoka Substation	Quarterly	Network	Western	-	
76	Momi Bay Substation	Quarterly	Network	Western	-	
77	Nawai Substation	Quarterly	Network	Western	-	
78	Volivoli Substation	Quarterly	Network	Western	-	
79	Knolly Street Substation	Quarterly	Network	Western	-	
80	Nabou Substation	Quarterly	Network	Western	-	
81	Nagado Substation	Quarterly	Network	Western	-	
82	Vuda (NCC & RCC)	Quarterly	Network	Western	-	
83	Nadarivatu Switching	Quarterly	Network	Western	-	
84	Rokobili Substation	Quarterly	Network	Central	-	
85	Levuka Substation	Quarterly	Network	Central	-	
86	Labasa Substation	Quarterly	Network	Northern	-	
87	Seaqqa Substation	Quarterly	Network	Northern	-	
88	Cawaira Substation	Quarterly	Network	Northern	-	
89	Wainique Substation	Quarterly	Network	Northern	-	
90	Dreketi Substation	Quarterly	Network	Northern	-	
91	Savusavu Substation	Quarterly	Network	Northern	-	
92	Somosomo Substation	Quarterly	Network	Northern	-	
93	Waiyevo Substation	Quarterly	Network	Northern	-	

	<u>Repeater Station</u>					
94	Lokalevu – interior of Namosi	Quarterly	Network	Central	-	
95	Nakobalevu – Colo I Suva	Quarterly	Network	Central	-	
96	Nasinu – Dawasamu, Tailevu	Quarterly	Network	Central	-	
97	Kavukavu, Nabou pine	Quarterly	Network	Western	-	
98	Lololo Fiji Pine Range	Quarterly	Network	Western	-	
99	Tuidreke, Rakiraki	Quarterly	Network	Western	-	
100	NCC Vuda, Lautoka	Quarterly	Network	Western	-	
101	Nadarivatu	Quarterly	Network	Western	-	
102	Taladrau, Monasavu	Quarterly	Network	Western	-	
103	Monasavu Dam Gauge or PP3 repeater	Quarterly	Network	Western	-	
104	Delaikoro. repeater	Quarterly	Network	Northern	-	
105	Maravu repeater. Savusavu	Quarterly	Network	Northern	-	
106	Dreketi Repeater	Quarterly	Network	Northern	-	
	<u>Guard House</u>					
107	Kinoya Gate House	Monthly	CEO	Central		-
108	Navutu Guardhouse	Monthly	CEO	Western		-
109	Labasa Guardhouse	Monthly	CEO	Northern		-

110	Head Office X 2	Monthly	CEO	Central		-
111	NCC Vuda Guardhouse	Monthly	System Planning	Western		-
112	Cafe Compound-has a container	Quarterly	Generation	Western	-	
113	Qaleloa Power Station	Quarterly	Generation	Western	-	
114	Rakiraki Power Station	Quarterly	Generation	Western	-	
115	Rokobili Guard House	Quarterly	Generation	Central	-	
116	Monasavu Guard House	Quarterly	Generation	Western	-	
	<u>Quarters</u>					
117	Monasavu Quarters x 7, Gym, Hall	Quarterly	Generation	Western	-	
118	Wailoa 7-A Frame Houses, Hall	Quarterly	Generation	Western	-	
119	NCC Vuda, Recreational Hall	Quarterly	Generation	Western	-	
120	Nadarivatu 14 x Staff Quarters, Hall, Gym	Quarterly	Generation	Western	-	
121	NCC, Vuda Quarters x 7	Quarterly	System Planning	Western	-	
	TOTAL				\$_____	\$_____

TABLE 2 - FEES

a. Monthly Pest Control Service Cost

Division	Monthly Cost (VIP)	Annual Cost (VIP)
Central		
Western		
Northern		
Total (VIP – FJD)		

b. Quarterly Pest Control Service Cost

Division	Quarterly Cost (VIP)	Annual Cost (VIP)
Central		
Western		
Northern		
Total (VIP- FJD)		

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 1st July, 2020.

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

MR 143/2020

Provision for Pest Control Services 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

The Tender Bids particularly the “Price” must be typed and not hand written.

(Tender Submission via email or fax will not be accepted)