



# **Provision for Cleaning Services for EFL's Premises Fiji Wide**

**Tender Number: MR 90/2022**

**Energy Fiji Limited (EFL)** hereby seeks suitably experienced and qualified cleaning services contractors to provide the cleaning services for EFL's sites listed in the schedule below (pg 5).

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the supervision and management to carrying out the cleaning services.

### **SPECIFICATIONS**

- 1. Areas to be covered** – All EFL's identified facilities in Central, Western and Northern division which includes the Offices, Workshops, Stores and Guard House.
- 2. Initial Building Inspection** - The Contractor shall make a thorough initial inspection of each building.
- 3. 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.
- 4. Price Adjustments** - 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 be adjusted to reflect the changes in the number of sites and facilities serviced as service level varies.
- 5. 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.
- 6. Service Report Sheets** - During the servicing, a service report sheet to be filled out and the original copy will be signed by the EFL Property Officers, Team Leaders on site or authorized officers and a duplicate copy attached to the invoice for the payment claim to be lodged. No payment will be processed without a service report sheet. The report should include identification and listing of type of unit and quantity provided at each location. No location shall be repeated on the invoice and the names of the sites to be listed as mentioned below.
- 7. Special Requests** - Special or emergency service shall be requested in exceptional circumstances. The contractor shall be prepared to respond to such a nonscheduled request within three (3) hours (Monday – Friday) 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.
- 8. Identification** - All workers shall wear proper identification cards when entering EFL premises and if any workers are without any proper identification will not be allowed into the premises.

- 9. Equipment** - The Contractor shall supply all equipment needed to provide service. These may include vacuum cleaner, cleaning materials, chemicals, ladders and other necessary equipment to carry out services. At no time shall the contractor use EFL equipment or tools.
- 10. 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 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.
- 11. 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.
- 12. EFL Contact Person** – The EFL contact person for all cleaning services management communications and decisions are the Property Officers and Manager Properties. Individual buildings will have assigned EFL personnel to sign off. The listing of these personnel will be provided to the successful contractor.
- 13. 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.
- 14. Insurance Requirements** – A certificate of insurance is required to be submitted to the EFL verifying that the contractor maintains Public Liability Insurance Cover and Contractors All Risk Cover, in the minimum amount required by EFL. 5 days after the award of bid or prior to the commencement of the work, whichever occurs first.
- 15. Term of Contract** – the term of contract is for **three (3) years** effective from of signing of the contract. The contractor will be notified 30 days prior to the expiring of the contract.
- 16. Environment & Safety Issues** – The contractor is to observe all safety precautions throughout the performance of the term. All work shall be strict accordance with the requirement of tender specification.
- The contractor must fulfil its obligations under health and safety at work act 1996 and comply with EFL procedures, policies, rules and regulations. These include:
- OHS compliance
  - Other HSSE certifications.
  - Knowledge of cleaning chemicals used for cleaning
- 17. 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.
- 18.** Contractor shall have in its employ, or under its control, sufficient 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.

19. The contractor to provide adequate number of staffs as listed in Pricing Schedule A and equipment to carry out assigned tasks.
20. Producing a time table and resource plan to encompass the full scope of works.
21. The successful contractor is to submit a work plan for each identified facility.
22. All contractors' workers are to sign daily attendance log book and at the end of the month it is to be endorsed by the Officer in charge for each location.
23. 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 commence work.
24. **Working Hours for Cleaners** – Normal operational hours are from **7.00a.m. – 5.30p.m** at all locations from Monday to Friday.
25. **Working Extra Hours** – If services are required after hours, the bidder shall provide the rate per staff for the works done after hours in **Pricing Schedule B**.
26. Any work that is required to be done after normal working hours will need approval.
27. **The selected Contractor must provide all equipment's for cleaning and other relevant cleaning products/chemicals that would be used.**
28. The selected Contractor must provide a full back ground information of the person they will engage to work, their past experiences in the different organizations and proof of any sort of training which they received. Any new staff must only commence work at any of the EFL's sites with proof of hands on training.

**29. Site Visit**

- a. All interested new bidders must attend a compulsory site visit session as per the schedule listed below:

<b>Location</b>	<b>Contact Person</b>	<b>Date</b>	<b>Phone #</b>
1. Head Office, Suva	Shifaan Ali	02/05/22 – 11am	999 2401
2. Kinoya Depot	Shifaan Ali	02/05/22 – 12pm	999 2401
3. Nausori Customer Care	Shifaan Ali	02/05/22 – 1pm	999 2401
4. Sigatoka Customer Care	Shaneel Chand	03/05/22 – 9am	992 5897

5. Nadi Customer Care	Shaneel Chand	03/05/22 – 11am	992 5897
6. National Control Centre	Shaneel Chand	03/05/22 – 12pm	992 5897
7. Navutu Depot	Shaneel Chand	03/05/22 – 2pm	992 5897
8. Namoli House	Shaneel Chand	03/05/22 – 2.30pm	992 5897
9. Ba Customer Care	Shaneel Chand	03/05/22 – 3.30pm	992 5897
10. Labasa Office	Shifaan Ali	04/05/22 – 11am	999 2401

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

### 30. Locations

#### Central Division

##### 1. Kinoya Depot

- a) Distribution Building (Network)
- b) ICT Office
- c) Stores Building
- d) Guard House

##### 2. Head Office

- e) Head Office Building – Ground floor and Top floor
- f) Guard House

#### Western Division

##### 3. Sigatoka Customer Care

##### 4. Navutu Depot

- a) ICT Building
- b) Generation Building
- c) Network Substation Building
- d) Network Construction & Transmission Building
- e) Network O & M Building
- f) HR Training Centre building
- g) Major Projects

- h) Administration Building
- i) Guard House.

- 5. Nadi Customer Care Building
- 6. Ba Customer Care
- 7. Lautoka Customer Care Building (Namoli House)
- 8. National Control Centre, Vuda, Lautoka

**Northern Division**

- 9. Labasa Administration Building
- 10. Labasa Network Building

**31. Scope of Works**

<b>FLOOR MAINTENANCE</b>	
Sweep and mopping of uncovered floors and steps	Daily
Dust mop and damp mop entire tile area	Daily
Vacuum entire carpet area	Daily
Floor waxing	When Required

<b>TEA ROOM</b>	
Wipe and clean all sinks	Daily
Washing, drying and stacking of dishes	Daily
Remove all rubbish and dispose to collection point only	Daily
Assisting caterers with food and beverage preparation, prepare coffee/tea for General Mangers/CEO	Daily

<b>WIPING / DUSTING</b>	
Dust/Wipe all horizontal surfaces (reaching height only)	Daily
Dust/Wipe all high ledges, fittings (reaching height only)	Daily
Dust/Wipe all vertical surfaces (walls, cabinets etc)	Daily
Wipe coffee stains and any other stains on desk tops and furniture	Daily
Dust/Wipe table, desks and glass topped desks	Daily

<b>WASTE DISPOSAL</b>	
Empty all waste paper bins, rubbish bins, receptacles	Daily
Remove all rubbish to collection point only	Daily

**GLASS AND METAL WORK**

Spot clean glass doors (inside and outside reaching height only)	Daily
Spot clean all partition glass (reaching height only)	Daily
Window cleaning (inside and outside reaching height only)	Daily

<b>ENTRANCES</b>	
Sweep all entrance steps	Daily
Clean all door mats	Daily
Entrance glass (glass doors)	Daily

<b>TOILETS AND WASHROOMS</b>	
Empty bins and clean waste receptacles	Daily
Clean all bowls, basins and urinals and wash toilets	Daily
Wipe and clean all mirrors	Daily
Spot clean floor, walls, doors and partition	Daily
Dust and wipe down ledges, shelves etc	Daily
Replenishing of all toilet papers, hand towels, soap and hand washing detergent	Daily

### 32. Pricing Schedule A

Bidders are requested to submit their final pricing based on the new minimum wage that came into effect from the 1<sup>st</sup> of April, 2022 at \$3.01, which increases every quarter until 1<sup>st</sup> of January, 2023 where it reaches \$4.00. VIP price submitted must be based on the final \$4.00 minimum hourly rate as no quarterly price increase will be awarded to bidders that submit their offer at a lower rate.

<b>Location</b>	<b>Cost (VEP) FJD</b>
<b><u>Central Division</u></b>	
1. Head Office, Suva – 3 staff full day	
2. Kinoya Depot – 2 staff full day	
3. Nausori Customer Care - 1 staff full day	
<b><u>Western Division</u></b>	
4. Sigatoka Customer Care - 1 staff full day	
5. Navutu Depot – 3 staff full day	
6. Nadi Customer Care Building – 1 staff full day	
7. Lautoka, Namoli Customer Care Building – 1 staff full day	

8. National Control Centre, Vuda, Lautoka – 1 staff full day (7 days)	
9. Ba Customer Care - 1 staff full day	
<b><u>Northern Division</u></b>	
10. Labasa Depot – 2 staff full day	
<b>Total VEP</b>	
<b>Vat Amount (clearly state VAT percentage)</b>	
<b>Total (VIP – FJD)</b>	<b>\$ _____</b>

**33. Pricing Schedule B – Working After Hours/Weekends/Public Holidays (as and when needed)**

<b>Location</b>	<b>Hourly Rate/Staff</b>
<b><u>Central Division</u></b>	
1. Kinoya Depot	
2. Head Office	
<b><u>Western Division</u></b>	
1. Navutu Depot	
2. Nadi Customer Care Building	
3. Lautoka, Namoli Customer Care Building	
4. National Control Centre, Vuda, Lautoka	
<b><u>Northern Division</u></b>	
1. Labasa Administration Building	
2. Labasa Network Building	



**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. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Detailed company profile

14. Valid Insurance Cover

15. Contact Person:

I declare that all the above information is correct.

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

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

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

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

## **Tender submission**

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

**EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.**

**This tender closes at 4.00pm (1600hrs) on Wednesday 11<sup>th</sup> May, 2022.**

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9992400** or email us on [tenders@efl.com.fj](mailto:tenders@efl.com.fj)

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.**

The lowest bid will not necessarily be accepted as the successful bid.

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

**Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.**

**Tender Submission via email or fax will not be accepted.**