



**Provision for Grass Cutting and Depot
Upkeep Service at EFL's Head Office,
Kinoya Depot, Navutu Depot, Sigatoka
Depot and Tavua Depot**

Tender Number: MR 159/2022

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 in the tender specification below.

General Conditions:

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. **Site Locations** – *EFL Head Office, Suva, Kinoya Depot, Sigatoka Depot, Navutu Depot Lautoka and Tavua Depot*
4. **Cutting Frequency** – Refer to the Tables in the pricing schedule. The grass cutting is to be carried out in consultation with the Team Leader/Manager for each location.
5. **Service Report Sheets** - The Contractor to provide the service report sheets for the EFL sites and must notify the Station Manager and Manager Properties (1) day in advance before the grass cutting.
6. **Identification** - All Contractors' employees shall wear proper identification cards when **entering** EFL premises.
7. **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 any EFL equipment or tools.
8. **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.
9. **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.
10. **EFL Contact Person** – The EFL contact person for all communications and decisions are the Property Officer Western and Manager Properties.
11. **Waste Disposal** – The contractor shall be responsible for disposal of all the waste generated by their work in the premises. No hazardous are to be placed on the EFL dumpsters. 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 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.** Any work that deals with working on heights will need specific written approval by EFL authorized officers.
- 18.** 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 for the Induction prior to commencement of work.

19. Site Visit

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

Location	Date & Time	Contact Person
Head Office	21/06/22 – 10.00am	Shifaa Ali – 999 2401
Kinoya Depot	21/06/22 – 11.00am	Shifaa Ali – 999 2401
Sigatoka Depot	22/06/22- 10.00am	Sarafat Ali – 999 9298 Shaneel Chand – 992 5897
Navutu Depot	22/06/22- 12.00pm	Shaneel Chand – 992 5897
Tavua Depot	22/06/22- 3.00pm	Shaneel Chand – 992 5897

20. Scope of Works

Locations: Kinoya Depot & HFO Area, Sigatoka Depot and Tavua Depot

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:

- 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 weed killer in the areas that are not accessible to the brush cutters such as pole yard and transformer yard. Weed Killer 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.
- n) **Sigatoka Depot** – additional scope is vegetation clearing and cleaning of culvert and drains on the main highway fence area and access road area.

Location: Head Office, Suva

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:

One staff to be based from Monday to Friday from 8.00am to 1.00 pm to carry out the following works:

Daily Tasks

1. Maintain and clean footpaths & walkways.
2. Raking of lawns.
3. Handpicking of rubbish and any debris from all lawns and gardens.
4. Removing fallen dead leaves under trees.
5. Cleaning of car park areas.
6. Maintaining the flower gardens.
7. All tasks to be all complete between 8.00am to 1.00pm.
8. Clearing creepers from parameter fence.
9. Cutting of shrubs and grass from the cliff area.
10. Cleaning and clearing of all drainage.

Weekly Tasks

1. Maintain side and back lawns including grass cutting, handpicking of weeds in uncut areas and raking of cut grass.
2. Clearing of surrounding drainage system.
3. Maintain gardens to clear all weeds and ensure that plants are healthy.
4. Clean and sweep all paved areas including staff and customer car parks (to be done after hours).
5. Clear out all waterways and drainage areas and remove gratings where applicable.
6. Maintain landscape and plants throughout property including trimming.
7. Keep all signs clean.
8. Ensure all the waste bins empty on time.
9. Inspect entire property and report any minor repairs or cleaning required to the Properties Department.
10. Clean guardhouse at staff entrance.
11. Ensure railings and columns are wiped clean

Other Periodic Tasks

1. Ensure no growth of creepers or weeds on buildings or paved areas.
2. Clearing of scrubs and creepers on the cliff.
3. Spraying of weed killer in the areas that are not accessible to brush cutters.
4. Report any defect on fence or any other issue relating to risk and safety.

Location: Navutu Depot

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:

- a. **One staff to be based from Monday to Friday from 8.00am to 1.00 pm to carry out the following works :**
 - 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:

- b. Cutting and raking of lawns.
- c. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
- d. Clean all drains and culverts along and inside the Work Area and outside the boundary and to clear the same.
- e. To remove creepers along the fence at the Work Area and spray weed killer in the areas that are not accessible to the brush cutters such as pole yard and transformer yard. Weed Killer to be supplied by the contractor.
- f. The Contractor must also cut 1m away/outside from the boundary fence allowing the boundary to be visible.
- g. 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.

- h.** Ensure all storm water drains is free from vegetation and silt deposits.
- i.** The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
- j.** Report any defect on fence or any other issue relating to risk and safety.
- k.** The Contractor will be responsible for picking up all rubbish and emptying any rubbish bins around the depot to the provided compactor bins.
- l.** The Contractor shall trim and prune all trees and hedges and dispose all debris.
- m.** The Contractor shall remove all overgrown grass and creepers along the footpaths and clean and maintain all Flower Gardens.
- n.** The Contractors shall ensure that the depot is kept at neat and tidy condition at all times.

Pricing Schedule – Use the template below for price submission

Kinoya Depot, Sigatoka Depot, Tavua Depot - Grass Cutting: 2 Cuts per Month – 15th and 30th of each month

	EFL Power Station Locations	Cost for 2 cuts per month (VIP-FJD)
1	Kinoya Depot	
2	Sigatoka Depot	
3	Tavua Depot	

Head Office, Suva and Navutu Depot, Lautoka - Grass Cutting: 2 Cuts per Month – 15th and 30th of each month with one staff allocation from 8.00am to 1.00pm (Mon to Fri)

	Location	Cost for two cuts per month with one staff allocation (VIP-FJD)
4	Head Office, Suva	
5	Navutu Depot, Lautoka	

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. **Valid Public Liability Insurance Cover (500,000.00 FJD)**

14. **Detailed Business Profiles with Referees**

15. Contact Person:

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Submission of Tenders

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 29th June, 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

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.