



**Tender Number: MR 253/2022**

**Provision of Grass Cutting Services for  
Energy Fiji Limited Cawaira Power  
Station, Savusavu Power Station and  
Labasa Office**

Energy Fiji Limited hereby seeks the services of experienced grass cutting Contractor's to provide the Depot Upkeep and 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 Cawaira Power Station, Labasa Office and Savusavu Power Station**
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, Team Leader or 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 is 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.

- Public Liability Cover - \$500,000.00

**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:

<b>Location</b>	<b>Date &amp; Time</b>	<b>Contact Person</b>
Cawaira Power Station	12/10/22 – 10.00am	Rohit Singh – 955 4630
Labasa Office	12/10/22 – 11.00am	Shahbaz Hussain – 999 3305
Savusavu Power Station	13/10/22- 10.00am	Maika Cebenasiga– 999 2326

## **20. Scope Of Works – Labasa Office**

### **Areas Covered**

All the areas within the premises and 1m from outside the boundary fence. All work apart from water blasting will be carried out twice on a monthly basis.

**The work required by the EFL are as follows:**

- 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:

- a. Water blasting the entire concrete pavement area inside the depot (**once monthly**)
- b. Clean all drains and culverts along and inside the Work Area and outside the boundary and to clear the same.
- c. Carry out spraying where required. Glyphosate to be supplied by the contractor.
- d. The Contractor must also cut 1m away/outside from the boundary fence allowing the boundary to be visible.
- e. Ensure all storm water drains is free from vegetation and silt deposits.
- f. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
- g. Report any defect on fence or any other issue relating to risk and safety.
- h. The Contractor will be responsible for picking up all rubbish and emptying any rubbish bins around the depot to the provided compactor bins.
- i. The Contractor shall trim and prune all trees and hedges and dispose all debris.
- j. The Contractor shall remove all overgrown grass and creepers along the footpaths and clean and maintain all Flower Gardens.

- k. The Contractors shall ensure that the depot is kept at neat and tidy condition at all times.

## **Scope of Works – Cawaira and Savusavu Power Station**

### **Areas Covered**

All the lawn areas within the premises and 1m from outside the boundary fence.

#### **The work required by the EFL is 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.
- 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. Glyphosate 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.
- 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 Power Station is kept at neat and tidy condition at all times.

**21. Pricing Schedule**

<b>Location</b>	<b>Cost for two cuts per month with other work as per scope (VIP-FJD)</b>
Savusavu Power Station	
Cawaira Power Station	

<b>Location</b>	<b>Cost per month (cleaning of depot twice monthly and one off water blasting monthly) (VIP-FJD)</b>
Labasa Office	

## TENDER CHECKLIST

*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. 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 the EFL Head Office in Suva.**

**This tender closes at 4.00pm (1600hrs) on Wednesday 19<sup>th</sup> October, 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.**