



**Tender Number: MR 195/2024**

**Grass Cutting and General Upkeep Service  
for EFL Delaikoro Repeater Station**

**ENERGY FIJI LIMITED (EFL)** hereby seeks the services of suitably experienced Grass Cutting Contractor in the Labasa Area to provide the Upkeep & Grass Cutting Service for the EFL Delaikoro Repeater Station, up at the Delaikoro Ridge, Labasa.

### **Tender Requirements:**

1. **Initial Area/Site Inspection** - The Contractor **MUST** make a thorough Inspection during the Site Visit to determine the area the logistics required to carry out the work of the Site and Area of Work during the scheduled Site Visit that will be organised by the EFL Representative.
2. **Access to Facilities** - Unless otherwise approved by the Telecom Department, The Contractor, its' Employees, and/or Representative shall **NOT** enter the EFL Premises or Station without being supervised by an EFL Employee or Representative. Contractor Employee or Representative shall be subject to the EFL Site's Security and Safety Procedures.  
The Contractor shall inform the EFL Telecom Department at least two (2) days in advance before their planned grass cutting days.
3. **Cutting Frequency** – Refer to the Tables in the pricing schedule. The grass cutting is to be carried **between 8:00am to 4.00pm from Monday to Friday, once every month**. The EFL Contract Agreement with the Contractor shall be “Terminated” if the Contractor could not carry out the work on a minimum of two (2) consecutive months.
4. **Identification** - All Contractor's Employees or Representative shall have proper Identification Cards when entering EFL premises and if any employee is without any proper identification, they will not be allowed into the EFL premises.
5. **Equipment** - The Contractor shall supply all equipment and tools needed to provide the required service. These may also include knives, trimmers, chainsaws, etc. in order to successfully and safely carry out the required work. The brush cutter shall be fitted with spark arrestors. At no time shall the Contractor use EFL equipment or tools.
6. **Uniform & Protective Clothing** – All Contractor's personnel working in or around the EFL Site shall wear distinctive uniform. The Contractor shall provide the proper personal protective equipment and clothing required for the performance of their work. Protective equipment, clothing, devices shall conform to the requirements of Fiji Occupational Safety & Health Administration (OHSA) standards.
7. **Cost** – The cost of the work shall be invoiced within 5 days after the completion of the work on a **monthly basis** and shall be payable within thirty (30) days from the date of invoice.
8. **EFL Contact Person** – The EFL contact person for all communications and decisions are the Telecom Engineer (West), Manager SCADA & Communication, Property Officer Western, and the Manager Properties.

9. **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 EFL.
10. **Waste Disposal** – The contractor shall be responsible for all the waste generated by their work in the premises. 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. The Contractor is responsible for cutting, raking, and disposing grass from within the EFL Premises or Station.
11. **Insurance Requirements** – A Certificate of Insurance is required to be submitted to EFL verifying that the Contractor maintains Workman’s Compensation & Public Liability Cover in the minimum amount required by EFL. This Certificate **MUST** be part of the Bid Document
12. **Term of Contract** – the term of contract shall be for **Three (3) Years**.
13. **Tobacco/Alcohol/Drug Free Environment** –EFL maintains tobacco, alcohol, drug, and kava free environment. Any personnel of the Contractor found violating this policy will be requested to remove the product and themselves from the EFL Sites and the Contractor would be taken to task.
14. **Employees Competency** – 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.
15. **Work Site Signage** – Contractor **MUST** supply 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.
16. **Working at Heights** – Any work that deals with working on heights will need specific written approval by EFL Authorized Personnel or Representative. Contractor’s employees and/or representative shall not access or ascend the EFL Building and Communication Tower.
17. **Job Site Safety Induction** – All the employees of the selected Contractor will undergo Contractors Site Safety Induction conducted by EFL Representative and any new staff shall be report to EFL Telecom or Property Department for proper safety induction prior to commencement of work.

## **18. Scope of Works – Areas Covered**

**Work Area** – All the lawn areas within the premises or within the fence, and 1 meter from outside the boundary fence.

The work required by the EFL is as follows:

- a. Proper cutting and raking of lawns.
- b. Cut and clear grass, creepers, reeds and other vegetation within the Work Area.
- c. Remove creepers along the fence.
- d. The Contractor must also cut 1meter away/outside from the boundary fence allowing the boundary fence to be visible.
- e. All rubbish, refusal and debris, grass, creepers, weeds and other vegetation that have been cut must be disposed appropriately outside the fenced area.
- f. The Contractor will further ensure that all relevant signs and notices to be erected to inform/caution public of work in progress.
- g. The Contractors shall ensure that the yard is kept at neat and tidy condition on a monthly basis.
- h. Please note distance from Labasa town to Delaikoro is around 32km while distance from Labasa airport to Delakoro is around 24km. Map attached as Appendix 1 shows the location of the Delaikoro Repeater site.

## **19. Site Visit**

- a) All interested Bidders **MUST** attend this **compulsory** Site Visit.
- b) **EFL will NOT accept any Bid Document from a Bidder, or their representative, fail to attend the Site Visit stated above.**
- c) **All interested Bidders are to find their own means of transport to and from the Site. Only 4x4 vehicles is used to access the Site**

## 20. Liability and Indemnities

The **ENERGY FIJI LIMITED** is indemnified from all lawsuits and other legal interests, arising from act or omission constituting negligence of members of the **Contractor**, such as:

- i. Injuries or death of a member of the Contracted Party
- ii. Injuries or death of road users
- iii. Damages to or loss of tools and equipment used in this Contract.
- iv. Damages to or loss of tools and equipment caused to road users.
- v. Disputes that may arise between the CONTRACTOR and the ROAD USER at any time.

## 21. Rates For Charges, Invoicing and Payment

<b>EFL Repeater Station Grass Cutting Costing</b>				
<b>No.</b>	<b>Station Name</b>	<b>Area (square meter)</b>	<b>Access Road (W x D) meters</b>	<b>Cost Per Month (VIP-FJD)</b>
<b>1</b>	Delaikoro Repeater Station	75	N/A	

- a) The Contractor will issue an original Tax Invoice and send the same to the Telecom Engineer (West) who is based at the EFL Navutu Depot, Lautoka.
- b) EFL will pay in one lump sum payment upon completion of works, on a monthly basis, according to EFL's satisfaction.
- c) The Energy Fiji limited will pay the amounts specified in the original invoice as being payable within thirty [30] days of receipt of such invoice. Unless the Contractor presents a current tax exemption certificate from the Fiji Islands Revenue and Customs Authority, Energy Fiji Limited shall deduct any provisional tax from the payments owing to the Contractor.
- d) The payment will be made by a cross cheque payable to Contractor's bank account and not to any individual.
- e) All matters relating to taxation such as income tax, withholding tax, provisional tax, PAYE and other tax issues shall be the responsibility of the Contractor. Similarly any superannuation related issues such as FNPf liabilities (where applicable) shall be the responsibility of the Contractor.

## **22. Compliance with the Laws of Fiji Islands**

The Contractor and its members shall comply with the relevant laws of the Fiji Islands and particularly the FNPF Act, VAT Act, Income Tax Act, and Occupational Health and Safety Act.

## **23. Termination of Contract**

1. Energy Fiji Limited reserves the right to terminate the contract should it find the services of the Contractor unsatisfactory.
2. The Contractor will be notified, in writing, one month in advance of Energy Fiji Limited intention to terminate the Contract Agreement.

## 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: \_\_\_\_\_

**Information required for this Tender Check List** *(Please Tick & Enter the page number of the Submission)*

- |   |                |
|---|----------------|
| <input type="checkbox"/> Company Profile (Including Director(s) Owner(s)) | Page NO. _____ |
| <input type="checkbox"/> Certificate of Business Registration             | Page NO. _____ |
| <input type="checkbox"/> Business License                                 | Page NO. _____ |
| <input type="checkbox"/> Technical License                                | Page NO. _____ |
| <input type="checkbox"/> FNPf Registration Number                         | Page NO. _____ |
| <input type="checkbox"/> FNPf Compliance Certificate                      | Page NO. _____ |
| <input type="checkbox"/> FIRCA TAX Registration                           | Page NO. _____ |
| <input type="checkbox"/> FIRCA Compliance Certificate                     | Page NO. _____ |
| <input type="checkbox"/> FNU (Safety) Compliance Certificate              | Page NO. _____ |
| <input type="checkbox"/> Professional Indemnity Cover                     | Page NO. _____ |
| <input type="checkbox"/> Public Liability Insurance Cover                 | Page NO. _____ |
| <input type="checkbox"/> Contractor's All Risk Insurance Cover            | Page NO. _____ |
| <input type="checkbox"/> Workman Compensation Insurance Cover             | Page NO. _____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference      | Page NO. _____ |
| <input type="checkbox"/> Cost Proposal                                    | Page NO. _____ |
| <input type="checkbox"/> Price Validity of Product/Service                | Page NO. _____ |
| <input type="checkbox"/> Warranty/Guarantee of Product/Service            | Page NO. _____ |
| <input type="checkbox"/> Other Information Regarding this Tender          | Page NO. _____ |

***To be filled and accompanied with the Tender Proposal Documents***



## **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 26<sup>th</sup> June, 2024.**

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.**

**APPENDIX 1 – DELAIKORO REPEATER SITE [GOOGLE MAP]**

