



**Carry out Installation of Rug & Clip  
Lock Vinyl Plank Flooring for the  
Kinoya Network Building First Floor  
Office Area**

**Tender Number: MR 261/2024**

## **BACKGROUND OF EFL**

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

Energy Fiji Limited desires to receive tender proposals from the local established companies to supply and install commercial grade carpet tile and vinyl flooring.

### **1. PRELIMINARY AND GENERAL**

The Contractor shall furnish all labour, materials, equipment, transportation, and services as necessary to complete all the work included in the specification. This work shall include removal of existing rug and installation of new vinyl planks and carpet tiles.

### **2. LOCATION**

First Floor Office Area– EFL Kinoya Network Building

### **3. ENERGY FIJI LIMITED**

The contractor shall at all times comply with all Energy Fiji Limited Regulations currently in force and as well as comply with requirements of Fiji National Building Code and signage standards currently in place.

### **4. SITE CONDITIONS**

The Contract Documents may not represent all surface and subsurface conditions at the site and adjoining areas. The known surface and subsurface conditions shall be compared with actual conditions before commencement of Work. The contractor is to carry out all assessment before tendering.

### **5. DURATION**

The expected duration for the work is 2 weeks, and shall be carried out after 6pm on each working day, however contractor will have full time (24/7) access on weekends.

### **6. SITE SAFETY MANAGEMENT SYSTEM**

The Contractor shall establish and maintain a Site Safety Management System that ensures the safety of all persons on the Site in accordance with the requirements of the Energy Fiji Limited Occupational Health and Safety Policy and the Health and Safety at Work Act, 1996 requiring strict compliance by the parties hereto.

EFL will carry out conduct an induction for the Contractor and its members to familiarize with the Energy Fiji Limited Occupational Health and Safety Policy.

The successful Contractor will ensure that its members stay away from Energy Fiji Limited's, Sub-Station and other private properties in the vicinity of the works carried

out [as applicable] where is it not authorized to enter and under no circumstances will enter it as this will be regarded as trespass to the property and will endanger health and life.

The successful Contractor shall ensure that it has signs to alert the EFL employees and members of the public of work in progress by clearly marking with caution tape and cones.

## **7. OTHER OPERATIONS**

The contractor is advised that other Contractors may be engaged by EFL working around and along the site. The contractor shall not interfere in any way with other works, whether the property of EFL or of a third party and whether the position of such work is indicated to the contractor by the Engineer or not. The contractor shall respect the construction and finish of works and articles supplied or installed by others and will be held responsible for any loss or damage hereto if caused by him, his employees or his sub-contractors.

## **8. WORK PLAN**

The tender documents are to be accompanied by a detailed work programme showing the Tenderer's proposal for carrying out the works. Extended working hours may be granted with prior approval from EFL.

## **9. CONTRACTOR'S OBLIGATIONS**

- a.** All existing removed materials are to be returned to EFL's Kinoya Depot and stored at location recommended by the respective EFL personnel.
- b.** The contractor is to provide the written warranty on the material used and the workmanship.
- c.** All OHS, EFL and the local authority's regulations must be adhered to while the works are in progress as it will be the contractor's responsibility, so that there will be no delays once the project begins.
- d.** The project will be carried out in a professional manner, with competent workmen and all the required equipment to ensure the works are completed in the best manner.
- e.** All contractors are required to have their workmen on site with appropriate identity cards.
- f.** The contractor must also provide First Aid Kit on the site.
- g.** All the contractor's workers are to undergo site meeting and On - Site Contractor Induction.

- h.** All materials, labour cost, transport and tools and equipment cost to be provided by the contractor.
- i.** The successful contractor is to provide a work programme and a Safety Work Plan for the installation.
- j.** Storage of materials on site will be finalized with the Officer in charge at the site who will also oversee/supervise the installations on behalf of EFL.
- k.** EFL reserves the right to negotiate the price with one or all Bidders.

**10. TENDER SITE VISIT**

All interested bidders must attend a compulsory site visit and briefing as follows:

| <b>Location</b>         | <b>Date</b>    | <b>Time</b>     | <b>Contact Person</b>         |
|-------------------------|----------------|-----------------|-------------------------------|
| <b>EFL Kinoya Depot</b> | <b>11.30am</b> | <b>13/08/24</b> | <b>Shifaan Ali - 999 2401</b> |

- a. All bidders must come in their own proper PPE (safety boots, helmets, vests, etc) for the site visit.
- b. All tenderers shall inspect and examine the site, its surroundings, and shall satisfy him/her before submitting his/her tender, as to the nature of the work and necessity for the carrying out the contract work

**11. PRICING SCHEDULE:**

|          | <b>Location</b>                                   | <b>Material Specification/Scope</b>   | <b>Approximate Area</b> | <b>Cost (VIP - FJD)</b> |
|----------|---|---|-------------------------|-------------------------|
| <b>1</b> | Entire Office Area                                | Removal, rolling and storing of old rug with Kinoya Depot                     | 243sqm                  | \$                      |
| <b>2</b> | Office x 3  | 500 x 500 commercial carpet tiles with PVC backing as per EFL approved colors | 45 sqm                  | \$                      |
| <b>3</b> | Meeting Room                                      | 500 x 500 commercial carpet tiles with PVC backing as per EFL approved colors | 33sqm                   | \$                      |
| <b>4</b> | Open Workstation Area, Printer Room, Storage Room | Clip & Lock Vinyl Flooring as per EFL approved colors - >4mm thickness        | 165sqm                  | \$                      |
| <b>5</b> | Entire Office Area                                | Allow to make good to existing flooring where required                        | 243sqm                  | \$                      |

## **12.SPECIAL CONDITION OF TENDER**

Bidders shall submit the price as requested for each site and offers submitted shall include the following;

- a. Warranty on the works;
- b. Materials proposed with specifications.

## **13.COMPANY INFORMATION**

- Company profile
- Copy of company registration
- Schedule of Directors
- FRCS, FNPf & FNU Compliance
- Three written referees from commercial clients
- Similar works carried out in past

## **14.PROFFESIONAL EXPERIENCE**

- Area(s) of specialized professional experience
- Recent completed projects and contract value
- Names and contacts of Client references

## **15.CURRENT COMMITMENTS**

- Company projects currently in progress and projected completion
- Company resources that will available for this project

## **16.OWNERSHIP OF PROPOSALS RESPONSES**

All documents, materials, articles and information submitted by the bidder as part of or in support of the Proposal shall become upon submission the absolute property of the EFL and will not be returned to the Bidder at the conclusion tender evaluation process, provided that the Bidder shall be entitled to retain copyright and other intellectual property rights therein.

## **17.EVALUATION OF BIDDER'S CAPACITY**

Bidders that cannot demonstrate sufficient capacity to fulfill the tender will not be considered. EFL reserves the right to inspect the premises/facilities of any Bidder for the purposes of determining its ability to fulfill the Contract.

## **18.METHOD OF PAYMENT**

The fees shall be invoiced within 5 days of following successful completion each work of work after the verification by the EFL personnel and shall be payable within thirty (30) days from the date of invoice.

**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 (FNU) Compliance Certificate**

**13. Provide Valid Insurance Cover**

14. 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 21<sup>st</sup> August, 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.**