



Provision for Security Services for EFL's Wailoa, Monasavu and Nadarivatu Power Station Sites

Tender Number: MR 112/2025

SCOPE FOR SECURITY SERVICES

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

EFL is responsible for the Generation, Transmission and Retail of electricity on the larger islands, Viti Levu, Vanua Levu and Ovalau, which account for some 90% of the country's population. Installed generation capacity is approximately 237MW, comprising 80MW Monasavu Hydro Scheme and 40MW Nadarivatu Hydro Scheme in Viti Levu and about 112MW of diesel capacity in 14 stations on the three main islands. Of the diesel capacity, 92MW is on Viti Levu which has been supplementing the Monasavu hydro scheme for Viti Levu Interconnected System (VLIS) which has been reaching maximum demand of 152MW. Transmission is provided by 145km of 132kV lines (connecting Wailoa & Nadarivatu Hydro Power Stations to the East and West coasts) and about 350km of 33kV lines. Power distribution is by means of more than 8,000km of 11kV and 415/240V lines.

SPECIFICATIONS AND LOCATIONS

- 1. Areas to be covered** – Wailoa, Monasavu and Nadarivatu Power Station Sites.
- 2. Site Meeting** - The companies/ agencies shall attend a compulsory site meeting at EFL's Suva Head Office Training Room on Tuesday, 11th of March, 2025 at 10.00am.
- 3. The Security Guards are to provide following Services:**
 - i. Carryout foot patrol normal and after- hours, weekends and public Holidays and examine all EFL properties such as doors, windows, gates and vehicles (that may be parked on site) on a regular basis to ensure that they are properly locked and secured, and also ensure that the above vehicles, equipment and boundary fence have not been tampered with.
 - ii. Watch for and report on any irregularities such as fire hazards, open windows and doors, leaking pipes, sign of any tampering of items, security lights or suspicious movement in/outside the property.
 - iii. Call Police and /or Fire Brigade as and when necessary.
 - iv. Permit only EFL personnel and authorised persons (verified & endorsed by relevant EFL Manager/GM) to enter the complex duly recording their name, time of entry, signatory and departure time.
 - v. Open gates and allow entry to authorised vehicle recording such particulars as in (iii) above during after-hours, weekends and Public Holidays.

- vi. In the event that items are missing, or reported stolen under security's watch and negligence, the company/agency will bear the costs of the damages caused or value of the amount stolen from the particular EFL premises.
- vii. In the case of emergency/danger pertaining to any electrical plant and equipment at Power Stations the names and the phone contacts will be provided to the successful bidder.
- viii. Provide Security Guards on a day to day basis, 24 hours a day in three (3), eight (8) hour shifts, as set out in the table below:

PREMISES	NUMBER OF GUARDS	SPECIFIC DUTIES
1. Wailoa Power Station	2 - Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site
2. Wailoa Camp Site	1- Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site
3. Monasavu Depot	1- Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site
4. Nadarivatu Hydro Power Station	2 - Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site
5. Nadarivatu Weir	2- Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site
6. Nadarivatu Camp Site	2- Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site
7. Nadarivatu Switchyard	2 - Night Shift <i>(7days/Week)</i> 1 - Day Shift <i>(7days/Week)</i>	Foot patrol and as per SOP on site

8. THE SECURITY COMPANY/AGENCY'S OBLIGATIONS

- I. Provide the Services promptly and punctually and ensure Security Guards carry out the Services in an efficient and professional manner.
- II. Comply with all industry standards, rules and regulations applicable in the provision of the Services.
- III. Ensure that its staff and Security Guards comply with all of EFL's security and work place procedures.
- IV. Comply with all lawful requirements affecting the conduct of its business and the provision of the Services.
- V. Ensure that its staff and Security Guards are courteous in dealing with EFL's contractors and staff.
- VI. Ensure that it and its staff and Security Guards do not act, or engage in, such things which will or might adversely affect the assets or the business of EFL.
- VII. Conduct its business in a manner that will benefit the reputation of both EFL and Security Company.
- VIII. Provide its Security Guards at its own expense with the necessary uniforms and other equipment including PPE's torches, rain suits, etc, required for the effective discharge of the Services.
- IX. Ensure that the Security Guards maintain proper discipline and they do not, in any manner, cause any interference, annoyance or nuisance to EFL's management and staff and or to EFL's business.
- X. At EFL's request deploy extra security officers to any Premises within **4** hours and for special operations deploy extra security officers within **2** hours to any Premises.
- XI. The deployment of Security Guards will depend on the vulnerability and level of threat to EFL.
- XII. Ensure that all Security Guards are provided a Standard Operating Procedure (SOP) which will contain relevant duties in effect to their sectors.
- XIII. The Security Company may make reasonable recommendations to EFL recommending tightening security such as but limited to fencing, spot lights.

4. GATEHOUSE DUTIES

- Guard will print full names of all visitors on the "Visitor Log Sheet".
- Guard will require visitors to show identification and visitors pass to enter each location upon confirmation/approval from relevant Manager.
- Guard will prepare detailed reports for any incidents occurring during their shift within 24 hours and submit to the EFL.
- Guard will call relevant personnel through via phone to receive permission for visitor to enter.
- Guard will keep socializing to a minimum and will not have friends, guests, or residents congregate around their workstation.
- Guards during the night shift must ensure that all the gates are chained up and securely locked.
- Guards will check take notes of all the vehicles leaving and entering each location.
- All parked vehicles leaving the site after hours need to have authorised pass signed by the Manager.
- Guards will also ensure that all vehicles carrying items out of the depot have a pass detailing item description which has been signed by Manager or General Manager. Without this pass, vehicles should not be allowed exit.
- During weekends and after normal working hours, guards will log names of ALL people entering the site (EFL personnel & non-EFL personnel) and vehicle registration number.

5. Accommodation & Transport – All bidders must provide own accommodation and transport for the guards.

6. Scheduled Meetings – the successful bidder after award of the contract will attend meetings held at every 3 months with EFL to address any security concerns or questions. Emergency meetings can also be called by EFL when deemed necessary in the light of security breaches in security contract.

7. Communications System - The Bidder may institute a system whereby security personnel can communicate with supervisor and/or EFL's authorised officer during shifts. The successful bidder is to provide mobile cellular phone or radio telephone communication at EFL's premises but this shall be implemented at the sole discretion of EFL where it is commercially prudent in nature. It shall by guards during their shifts in case of emergency situations where guard may need to call security forces (fire authority/police).

8. Schedule - The successful bidder must ensure that all shifts are filled and completed. If a guard is unable to make it to work, the Bidder shall have a replacement guard that meets the provisions mentioned in this proposal.

9. Price Adjustment - 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.

10. Uniform & Appearance of Guard - Guard will wear clean, wrinkle-free, and professional security uniforms provided by their company/agency. Uniform should display proper security identification such as a badge or security logo. No guards will be allowed to wear sandals, or other recreational style shoes. Black shoes or boots will be preferred. Any changes to the above listed provisions shall be at the approval of the EFL prior to implementation.

11. Qualification & Experience of Guards - Security Guards must have at least minimum of one (1) year of experience as a security guard or who have reached a minimum of Fiji Junior Pass Level of education. Police clearance for all guards must be provided and it will be verified during the tender evaluation. Guards must be literate and fluent in English, both written and spoken. The guards at these sites must be physically and medically fit.

12. The successful bidder will provide to EFL a list of names of personnel assigned to each location/premises. If there is a change in staffing and new personnel is assigned, the successful bidder shall notify the EFL and provide the name of the employee within two (2) working shifts of that employee. The EFL reserves the right to reject the employment of security guard personnel assigned to any EFL premises/property. The EFL shall not unreasonably withhold approval. Bidder should outline in detail any and all training personnel undergoes prior to being assigned to these site.

13. Identification - All Security Guards shall wear proper identification cards when at EFL premises and if any Guards are without any proper identification will not be allowed into the premises. Badges must be available but will not be required to be worn when protective clothing and respiratory protection is required.

14. Identity of Bidder - The identity of the Bidder and the Contractor is fundamental to the EFL. The bidder shall be the agency/company, corporation or corporations named as the bidder and whose execution appears in the Proposal Form. If the bidder is acting as agent or trustee for or jointly with another person, persons, corporation or corporations, this shall be fully disclosed by the bidder in the Proposal. If the bidder fails to fully disclose the identity of all participants and the nature of its relationship to those participants, the Proposal shall be null and void at the option of the EFL. No claims by undisclosed participants will be recognised by the EFL in the Contract .Upon acceptance of the Contract, the successful bidder shall become the Contractor.

15. 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, unless otherwise provided in the Contract.

16. EVALUATION OF BIDDER'S CAPACITY

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

17. SUPPORTING INFORMATION TO BE SUPPLIED WITH PROPOSAL

In addition to any other information requested to be supplied with the Proposal, the Bidder shall also provide in the Proposal the following listed information:

General Company Information

- Name, address, Business Registration Details
- Ownership, Organisational Size and Structure
- Financial Stability
- Quality Policy, Quality Assurance Systems
- Current Commitments/Workload/Delivery
- Company Experience
- Safety Record
- References (5 Companies)

Information Pertaining to this Proposal

- Management and Quality Systems
- Innovations Offered
- Special Conditions
- Basis of Contract Price Adjustment (if different to that specified or if not specified in the Work Scope)
- Terms of Payment (if different to those specified in the Work Scope)

18. Fees – The bidders shall bill for hourly rates for each identified site. Any extra costs for the add on sites shall be itemized in a likely manner. The fees shall be invoiced within 5 days of following month and shall be payable within thirty (30) days from the date of invoice.

19. EFL Contact Person – The EFL's contact person for all the premises will be the Manager Properties and the relevant Team Leaders on site. Each site will have assigned EFL personnel to sign off. The listing of these personnel will be provided to the successful contractor.

20. Term of Contract – the term of contract is for three (3) years. The contractor will be notified 30 days prior to the expiring of the contract. If the contract is extended the terms, conditions, method of payment shall remain same unless modified by both parties. EFL also reserves the right to terminate contract if the service provided is not satisfactory.

21. Environment & Safety Issues – The successful bidder is to observe all safety precautions throughout the performance of the term. Lack of knowledge of the guards shall be no way be a cause for relief from the responsibility or defense against the legal effects.

22. Tobacco/Alcohol/Drug Free Environment – EFL maintains tobacco, alcohol, drug free environment.

23. 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.

24. All the guards of the selected contractor will undergo Contractors Site Induction conducted by EFL and any new staff will report to EFL's assigned staff for the Induction prior to commencement with duty.

25. Other Conditions

- Additional EFL sites may be added at any point in time hence additional guards will be required. The security company must be in a position to supply additional guards on as and when required basis. Similarly, some of the above listed EFL sites may be removed and the security company must remove the guards from the respective sites.
- Bidders must adhere to the Ministry of Defence, National Security & Policing Security Industry Act (2010) which regulates the private security industry in Fiji including those who install, maintaining, selling, repairing or servicing by physical or electronic means any security equipment.

As stipulated in the Security Industry Act 2010, Part 3 Section 13, 1 (a),

"No person may employ or provide other persons to carry on any security activity unless that person

*-is the holder of a **master licence**"*

(3) ..."Any persons who contravenes subsection (1) commits an offence and shall be liable on conviction if a body corporate to a fine not exceeding \$10,000.00 and for an individual to a fine not exceeding \$5,000.00 or imprisonment for up to 2 years or both..."

- The bidders must provide security round scanners or similar monitoring system for the following premises:
 1. EFL Wailoa Power Station
 2. EFL Nadarivatu Power Station
 3. Nadarivatu Weir
 4. Nadarivatu Switchyard

Payment Schedule

Hourly Rate per Security Guard (normal hours): \$ _____ VIP
 Hourly Rate per Security Guard (public holidays): \$ _____ VIP

Other Associated Costs (if applicable):

Item No	Description	Costs
1.		
1.		
2.		
3.		
4.		
5.		
	TOTAL	

Premises	Amount Payable	Terms of Invoicing	Due Date for Payment
ALL PREMISES	<i>number of Security Guards x Hourly Rate per Security Guard</i>	<i>Security Company shall invoice EFL at the end of each month for Services provided in that month</i>	<i>EFL shall pay each invoice for Services provided by Security Company within 30 working days of receipt of any such invoice from Security Company</i>

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"/> TIN Number | Page NO._____ |
| <input type="checkbox"/> Vat Registration & FRCS Compliance | Page NO._____ |
| <input type="checkbox"/> FNPF Registration Number & Compliance | Page NO._____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO._____ |
| <input type="checkbox"/> Evidence of Insurance Cover | Page NO._____ |
| <input type="checkbox"/> HSE Certification & Policies | Page NO._____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference | Page NO._____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff | Page NO._____ |
| <i>(Key Employee Profile. Curriculum Vitae....etc)</i> | |
| <input type="checkbox"/> Cost Proposal | Page NO._____ |
| <input type="checkbox"/> Description & Quality of Product/Service | 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 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. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Submission of Tender

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 26th March, 2025.

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.

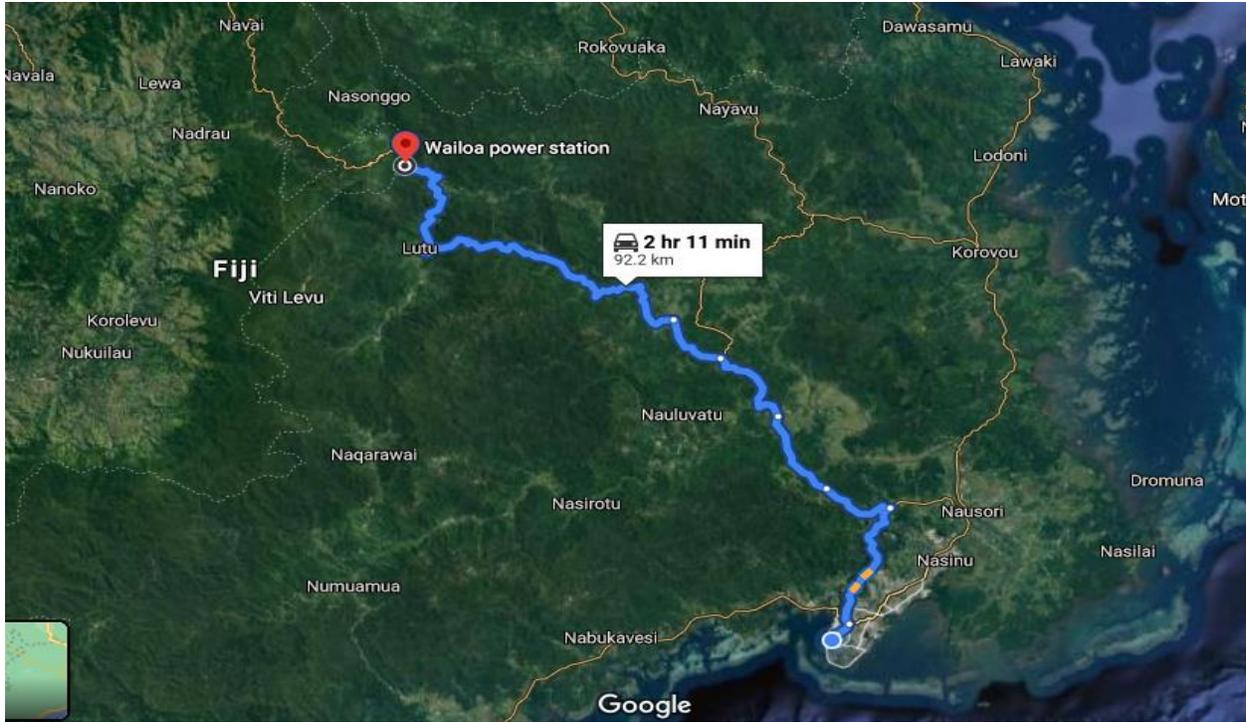
The Tender Bids particularly the “Price” must be typed and not hand written.

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.

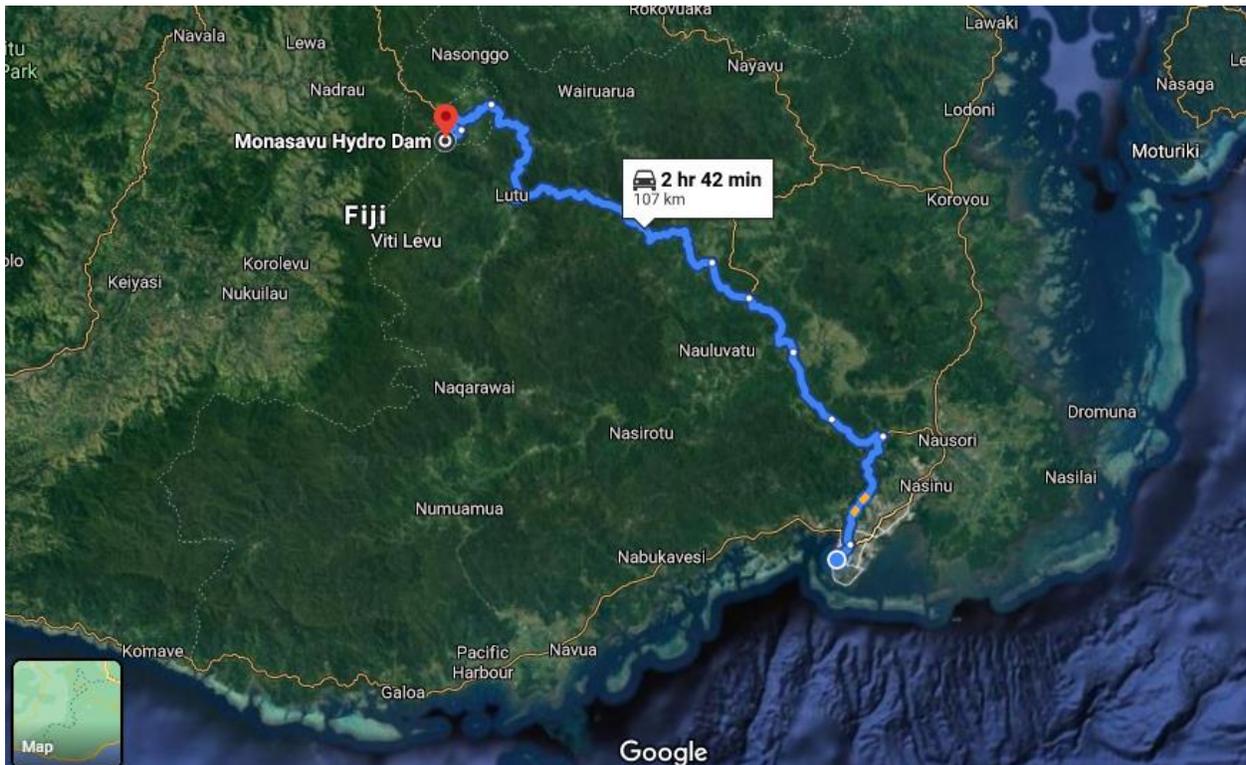
Tender Submission via email or fax will not be accepted.

EFL Site Location

1. Wailoa Power Station



2. Monasavu



3.Nadarivatu

