



RESERVE BANK OF FIJI

REQUEST FOR TENDER

RBF Building Painting Project



OBJECTIVE

The vendor has to carry out surface preparation and painting works for the entire Reserve Bank of Fiji (RBF) building exterior through abseiling with the paint provided by RBF. The table below shows the total area covered by the existing dark grey and off-white paint.

No.	Paint	Coverage
1.	Dark Grey	2,650m ²
2.	Off-White	1,500m ²

TENDER SCOPE

1. It is compulsory for the vendor to carry out the site inspection of the RBF building exterior to get familiarize with the project scope.

Option 1

2. The vendor has to carry out the following works (painting the existing dark grey areas- 2,650m² and off-white areas-1,500m²) while abseiling:
 - a. Surface prep for the entire building exterior;
 - i. Repair all exterior concrete crack with Selleys No More Crack Powder Exterior
 - ii. Remove all flaking paints
 - iii. Thoroughly water blast the entire exterior surface to remove moss & mold by using a degreaser detergent
 - b. Apply 1 coat of undercoat paint on the dark grey areas (2,650m²) and on the off-white areas (1,500m²). The undercoat paint will be supplied by RBF; and
 - c. Apply 2 coats of finishing coat paints on the dark grey areas (2,650m²) and on the off-white areas (1,500m²). The finishing coat paint will be supplied by RBF.

Option 2

3. The vendor has to carry out the following works (painting the entire building exterior with dark grey paint- 4,150m²) while abseiling:
 - a. Surface prep for the entire building exterior;
 - i. Repair all exterior concrete crack Selleys No More Crack Powder Exterior
 - ii. Remove all flaking paints
 - iii. Thoroughly water blast the entire exterior surface to remove moss & mold by using a degreaser detergent
 - b. Apply 1 coat of undercoat (4,150m²) on the entire building exterior. The undercoat paint will be supplied by RBF; and
 - c. Apply 2 coats of finishing coats (4,150m²) on the entire building exterior. The finishing coat paint will be supplied by RBF.
4. It is compulsory for the vendor to provide 2 separate quotes for Option 1 & 2.
5. It is compulsory for the vendor to provide a thorough inventory of paint used during the project.
6. It is compulsory for the vendor to comply with the following abseiling requirements:



- a. Provide all technical specifications of the rigging equipment that will be used for this project;
 - b. Provide a certificate of high rise rescue and first aid.
 - c. Provide a valid OHS compliance certificate for all the rigging equipment's from the Ministry of Labour (MOL);
 - d. Conduct a trial jump for all the four facades on the RBF building and provide a report to RBF; and
 - e. Liaise with the MOL to have one of their OHS officers present during the trial jump and project commencement. A copy of abseiling & rigging report from MOL to the vendor has to be provided to the RBF.
7. The vendor has to include the technical specification documents in their tender submission of all the washing & painting equipment(s) that would be used during this project.
 8. The vendor has to cover all the windows & aluminium panels before starting the painting works. If the paint does come in contact with either the window or the aluminium panel then the vendor will have to remove the paint at no added cost.
 9. While abseiling if the vendor damages any RBF exterior building infrastructure, then the vendor will have to repair it at no added cost.
 10. If the vendor wants to use the existing anchor point(s), then they will have to get them serviced. Once commissioned by MOL, only then the vendor can use the anchor point(s) during abseiling.
 11. It is compulsory for the vendor's abseiling supervisor to be present in all onsite meetings with RBF and RBF's paint supplier as the paint application methodology will be discussed.
 12. During the project if it is noted that the vendor is not complying with the paint application methodology then the vendor will have to correct it at no added cost.
 13. The vendor has to advise the RBF if and when during the project loud noise could be anticipated so that the Bank staff and the customers could be advised accordingly.
 14. Once the project works begins, even though all the works will be carried out on the exterior of the building, the vendor must:
 - a. Maintain a high level of professionalism to avoid all and any reputational risk;
 - b. Foul language is strictly prohibited;
 - c. Not create a situation that interferes with the RBF's day to day operations; and
 - d. Comply with the fire, tsunami and bomb threat evacuation procedures of the RBF.
 15. The vendor has to provide all safety signs on the ground and cordon off at least 2 meter corridor as a high risk area.



16. The vendor has to ensure that paint does not splash onto the pavement and if it does, the vendor has to make arrangements to remove the paint and restore it to its existing appearance.
17. The vendor has to maintain a very high level of housekeeping during the total duration of the project.
18. The vendor is urged to advise the RBF regarding any issues that their staff might face either in terms of the personal protective equipment or towards carrying out the painting works.
19. It is compulsory for the vendor to provide the workmanship warranty together with its terms & conditions.
20. It is compulsory for the vendor to complete the Trade Summary at the end of this document.
21. Once the entire project is completed the vendor needs to provide a detailed project completion report.

TENDER SUBMISSION

All Tender Submissions to be e-mailed to Board Secretary, Subrina Hanif subrina@rbf.gov.fj and Manager General Administration Services, Melania Tamaue melania@rbf.gov.fj.

Incomplete and late submissions will not be considered. Lowest Tender may not necessarily be accepted. Both successful and unsuccessful submissions will be notified by the Tender Secretary through formal correspondence.

PERIOD OF PERFORMANCE

The period of performance for this project shall depend on the vendors estimated time frame provided in the Tender Submission. All work must be scheduled to complete within the mentioned estimated timeframe. The actual engagement on site should be mindful of the critical nature of the risk involved and public safety. Any modifications or extension should be requested to the Reserve Bank of Fiji based on necessity.

WORK REQUIREMENTS

As part of this Project the vendor will be responsible for performing tasks throughout the various stages of this project. The following is a list of tasks which will result in the successful completion of this project:

- Site meeting(s);
- Carry out surface preparation of the entire building exterior;
- Apply 1 coat of undercoat;
- Apply 2 coats of finishing coat (either option 1 or option 2); and
- Detailed completion report.

ACCEPTANCE CRITERIA



Once the project is completed and the contractor provides their report/presentation for review and approval, the Reserve Bank of Fiji will either sign off on the approval or reply to the contractor, in writing, advising what tasks still need to be accomplished.

Once all project tasks have been completed, the project will enter the handover/closure stage. During this stage of the project, the vendor will provide their project closure report to the Reserve Bank of Fiji. The acceptance of this documentation by the Reserve Bank of Fiji will acknowledge acceptance of all project deliverables and that the vendor has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between the Reserve Bank of Fiji and the chosen vendor will be referred to both organisations contracting offices for review and discussion.

OHS AND SECURITY RESPONSIBILITY

All contractors' project team members will submit security forms to the Reserve Bank of Fiji for clearance and access badges to the facility. The vendor must also ensure that all the workers onsite are provided with all personal OHS equipment. Also all tools, ladders Scaffolding etc. should be OHS compliant.

ADMINISTRATIVE REQUIREMENTS

It is compulsory for the vendor to provide the following valid documents in their tender submission:

1. Valid FRCS compliance certificate;
2. Valid FNPF compliance certificate;
3. Valid Certificate of Exemption;
4. Updated company profile;
5. Clientele listing
6. Public liability cover;
7. Insurance cover; and
8. Completed Trade Summary.

TENDER PROCESS

The steps below provide a brief outline of the Reserve Bank of Fiji's tender process:

1. Interested vendors can liaise with the Reserve Bank of Fiji to clarify any issues before submitting their tenders;
2. Vendors to submit their tenders within the time specified;
3. Analysis of the submitted tender will be done by the Reserve Bank of Fiji;
4. Clarification on tender submission, if necessary;
5. Awarding of tender;
6. Meeting with selected vendor in regards to project delivery and preparation of the contract terms and conditions; and
7. Contract signing.

PRICING

- Itemise all labour and material cost separately, where necessary.
- All prices should be in FJD and VIP.

RESERVE BANK OF FIJI



- Prices should be valid for at least three months.
- Retention of 10% will be held for the number of years as per the workmanship warranty provided by the vendor.
- Provisional Tax of 5% will be deducted for any contract over \$1000 per annum.
- For overseas companies who does not have any office/business locally, 15% withholding tax will be deducted from contract amount.

TENDER SELECTION

Tender may not necessarily be awarded to the lowest bidder. The Bank, when analyzing the tender submission will keep in mind the delivery and support services provided by the chosen company.



TRADE SUMMARY

Below is the Trade Summary which the vendor is required to complete.

Name of the Company: _____

Warranty on Product: _____

Estimated Project Time-Frame (Weather Permitting): _____

No.	Project Details	Project Cost (VIP)
Option 1		
1.	Cost of carrying out surface preparation	
2.	Cost of applying 1 coat of undercoat paint (dark grey area- 2,650m ²)	
3.	Cost of applying 1 coat of undercoat paint (off-white area- 1,500m ²)	
4.	Cost of applying 2 coats of finishing coat paint (dark grey area- 2,650m ²)	
5.	Cost of applying 2 coats of finishing coat paint (off-white paint- 1,500m ²)	
Total Cost		
Option 2		
	Cost of carrying out surface preparation	
6.	Cost of applying 1 coat of undercoat paint (dark grey area- 4,150m ²)	
7.	Cost of applying 2 coats of finishing coat paint (dark grey area- 4,150m ²)	
Total Cost		

No.	Project Details	Vendor Confirmation
1.	Estimated time-frame for carrying out surface preparation (Option 1)	
2.	Estimated time-frame for carrying out surface preparation (Option 2)	
3.	Estimated time-frame for applying undercoat paint (Option 1)	
4.	Estimated time-frame for applying undercoat paint (Option 2)	
5.	Estimated time-frame for applying finishing coat paint (Option 1)	
6.	Estimated time-frame for applying finishing coat paint (Option 2)	
7.	It is compulsory for the vendor to provide a thorough inventory of paint used during the project.	
8.	The vendor has to cover all the windows & aluminium panels before starting the painting works. If the paint does come in contact with either the window or the aluminium panel then the vendor will have to remove the paint at no added cost.	

RESERVE BANK OF FIJI



9.	If the vendor wants to use the existing anchor point(s), then they will have to get them serviced. Once commissioned by MOL, only then the vendor can use the anchor point(s) during abseiling.	
10.	While abseiling if the vendor damages any RBF exterior building infrastructure, then the vendor will have to repair it at no added cost.	
11.	It is compulsory for the vendor's abseiling supervisor to be present in all onsite meetings with RBF and RBF's paint supplier as the paint application methodology will be discussed.	
12.	During the project if it is noted that the vendor is not complying with the paint application methodology than the vendor will have to correct it at no added cost.	
13.	The vendor has to ensure that paint does not splash onto the pavement and if it does, the vendor has to make arrangements to remove the paint and restore it to its existing appearance.	