



RESERVE BANK OF FIJI

REQUEST FOR TENDER

Tower 5 & Podium 4 Renovation Works

Reserve Bank of Fiji

OBJECTIVE

To renovate and re-furbish the following floor level and office space:

- Tower 5 (T5), Risk Management office space;
- Podium 4 (P4) library, Managers Communication and staff cubical;
- P4 tea prep area; and
- P4 Governors kitchen area.

Detail drawing will be provided upon request. On-site discussion may accommodate changes to the drawings if agreed by both parties.

SCOPE OF WORK

1. It is compulsory for the vendor to carry out a site inspection to get familiarize with the works and reconfirm all the measurements.
2. Vendor needs to submit a thorough work program together with their tender submission.
3. The vendor will have to carry out the following:
 - a. T5 Risk Management office space;
 - i. Contractor to supply and install the workstation as per design with all dimension
 - ii. Table top thickness will be 25mm with leg of 16mm thickness with similar colour to existing workstation (colour to be approved by RBF)
 - iii. Supply and installed two by 2-way (2 x 2) cubicle workstation as per approved drawing
 - iv. Supply and install one only manager work station as per approve drawing
 - v. Supply and install partition on both staff and Manager cubical as per approved drawing
 - vi. All painting work and colour will be similar to the existing. Colour approval to be provided by RBF during
 - vii. Work will be carried out after hours and weekend only
 - viii. Properly clean the work area every day after work comply with OHS standard.
 - b. P4 library, Managers Communication, Manager Legal and staff cubical;
 - i. Contractor to supply and install the workstation as per design with all dimension
 - ii. Table top thickness will be 25mm with leg of 16mm thickness similar colour to existing workstation (colour to be approved by RBF)
 - iii. Supply and installed three(3) by One(1)-way workstation for Manager Communication (MC), Manager Legal (ML) and communication staff for P4 as in the approved drawing
 - iv. Supply and installed partition on both staff and Manager's cubical as per approved drawing
 - v. All painting work and colour be similar to existing. Colour approval to be provided by RBF during
 - vi. Work will be carried out after hours and weekend only

Reserve Bank of Fiji

- vii. Properly clean the work area every day after work comply with OHS standard.

c. P4 tea prep area;

There may be slight difference in tea prep dimensions on each floor which has to be verified before fabrication of the particular level before work commences. The following work needs to be carried out before the installation of the new cabinets

- i. Demolition and removal of the existing concrete wall size 680mm×120mm and 300mm×120mm
- ii. Demolition and removal of the existing basement to match design
- iii. Dismantle and removal of all existing sinks bench, cupboard and piping
- iv. Disconnect and realignment of copper pipe connection
- v. Trenching to be made for electrical cables and pipe works embedded in the wall for automatic urn unit, lights and water cooler unit
- vi. All fitting and fixtures to the wall and basement to be properly sealed off
- vii. All joint to be sealed properly making sure it is water and air tight
- viii. All connection fitted to be approved by Plant & Properties Unit Staff.
- ix. All work carried out to meet the scope and design
- x. All tap ware to be of Dorf brand or equivalent
- xi. All plumbing's to adhere to Water Authority of Fiji standards
- xii. All plumbing works to be carried out by vendor

The following items are to be used for the cabinets' construction. The vendors will be shown the sample tea prep in Tower 1 (T1) before submitting Tender bids:

- Double bowl sink.
- Black Galaxy Granite top.
- Hafele or similar Cabinet bins.
- Splash back tiles to be of the same type as installed in T1 tea prep and including the end of the sink bench granite top.
- Self-closing hydraulic drawer runner and hinges to be used.
- All cabinets to be lockable and also have a door catcher.
- Exclusions- electric connection will be carried out by RBF Electrical Maintenance Officer.

d. P4 Governors kitchen area

Contractor needs to inspect the area to discuss on as built request for new granite bench and overhead cabinet need to be excluded during tender processes.

The following work needs to be carried out before the installation of the new cabinets.

- i. Demolition and removal of the existing basement to match design
- ii. Dismantle and removal of all existing sinks bench, cupboard and piping
- iii. Disconnect and realignment of copper pipe connection
- iv. Trenching to be made for electrical cables and pipe works embedded in the wall for automatic urn unit, lights and dishwasher
- v. All fitting and fixtures to the wall and basement to be properly sealed off
- vi. All joint to be sealed properly making sure it is water and air tight
- vii. All connection fitted to be approved by Plant & Properties Unit staff
- viii. All work carried out to meet the scope and design

Reserve Bank of Fiji

- ix. All tap ware to be of Dorf brand or equivalent
- x. All plumbing's to adhere to Water Authority of Fiji standards
- xi. All plumbing works to be carried out by vendor

The following items are to be used for the cabinets' construction. The vendors will be shown the sample tea prep in Tower 1 before submitting Tender bids

- Double bowl sink.
 - Black Galaxy Granite top 20mm.
 - Hafele or similar Cabinet bins.
 - Self-closing hydraulic drawer runner and hinges to be used.
 - All cabinets to be lockable and also have a door catcher.
 - Electric connection will be carried out by RBF Electrical Maintenance Officer.
4. The vendor has to state if this project will be carried out by their staff or if it will be outsourced.
 5. The vendor has to state the workmanship warranty and its terms and conditions for this project in the quotation.
 6. The vendor has to provide a detailed work-plan of the entire project with the tender submission.
 7. The vendor has to be mindful of the following:
 - Maintain high level of professionalism to avoid any reputational risk;
 - Foul language is strictly prohibited; and
 - Has to comply with the RBF's emergency evacuation procedures.
 8. The vendor has to maintain a very high level of housekeeping throughout the total duration of the project.
 9. The vendor is urged to inform RBF in writing regarding any issues that their staff might face either in terms of adhering to the personal protective equipment requirements or towards carrying out the said works.
 10. The vendor has to provide a detailed breakdown of each of the works in the quotation.
 11. The quote is to be the Vat Inclusive Price.
 12. The quoted VIP price to cover working hours, after-hours, weekends and public holidays.
 13. The vendor has to provide the proposed payment schedule in the quotation.
 14. It is compulsory for the vendor to complete the Trade Summary at the end of this document.

Reserve Bank of Fiji

15. The vendor will have to provide a detailed project completion report.

Note

1. The vendor has to note that while carrying out the works if any of the existing infrastructure (which is not part of the refurbishment project) is damaged by the vendor's staff, the vendor will have to make all the necessary repairs at no added cost.
2. Soft copy of drawings will only be provided to the vendor upon request.

PROPOSAL 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);
- Project plan from the vendor on how the project will be executed;
- Updating the Reserve Bank of Fiji on the works (material logistics);
- The work must be carried out with a very high level of professionalism.
- The Reserve Bank of Fiji needs to be advised if the vendor is or may face difficulty in fulfilling any of the requirements of this project.
- Proper housekeeping needs to be carried out on a daily basis.
- Upon completion of the project, a detail project completion report needs to be submitted to the Reserve Bank of Fiji.

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.

Reserve Bank of Fiji

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 organizations 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;
8. Completed Trade Summary; and

PROPOSAL 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

- Itemize all labour and material cost separately, where necessary.
- All prices should be in FJD and VIP.
- Prices should be valid for at least three months.
- Retention of 10% will be held for the 1 year after the vendor has successfully handed over the project to RBF.
- Provisional Tax of 5% will be deducted for any contract over \$1000 per annum.

Reserve Bank of Fiji

- 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.

Reserve Bank of Fiji

TRADE SUMMARY

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

Name of the Company: _____

Workmanship Warranty: _____

No.	Project Particulars	Project Cost (VIP)
1.	Cost of T5 office space works [material + labour]	
2.	Cost of P4 Library work station /cubicle [material + labour]	
3	Cost of total renovation work on P4 Tea prep [material + labour]	
4	Cost of total renovation work on P4 Governors Kitchen [material + labour]	
Total Material and Transportation Cost (VIP)		

No.	Position	No. of Staff	Normal Rate per Hour (VIP)	Time and Half Rate (VIP)	Double Time Rate (VIP)	Meal Allowance Rate (VIP)	Transportation Rate (VIP)
1.	Forman/leading hand						
2.	Carpenter						
3.	Gibb finisher/painter.						
4.	Assistant Carpenter						
5.	Labour						