

RESERVE BANK OF FIJI

FIRE ALARM TESTING

SCOPE OF WORK

Our Reference:

Your Reference:

29 November 2023

Fire Systems Services for RBF and BRS Buildings

Reserve Bank of Fiji Building

1. The Reserve Bank of Fiji invites tenders for the above services.
2. Brief company profile to include compliance FNPF and FRCS documents, VAT and company registration with certificate of exemptions from FRCS.
3. Summary of clientele and their contact to be included.
4. The tender is to be in Fiji currency on a monthly basis with payment payable at the end of each month from the term of the contract.
5. The contract period is for three [3] years from 1st March 2024 to 28 February 2027 for a fixed sum based on performance and no rise/fall clause except for minimum wage or Tax change approved by the Government of Fiji.
6. To provide and carry out servicing aspects as per attached scope of work.
7. All cleaning chemical has to be environmentally friendly and approved by the current Fire equipment best industrial practices.
8. You will be responsible for the workers that are covered as stated under the Workmen's Compensation Act.
9. All workers attending to contractual work must have police clearance and licensed Fire technician and licensed electrician.
10. As stipulated in section 2.2.2 of the Bank's Health & Safety Policy, "all contractors and sub-contractors engaged to perform work on all Bank premises are required, as part of their contract, to comply with the Bank's Health & Safety Policy, Procedures and Programs of the organization and to observe directions on health and safety aspects of the organization.

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The Bank in complying with the above policy has outlined the following procedures for all contractors and sub-contractors to comply with at all times.

The following scope of work is to be performed on the Fire Systems installed at the RBF building and Business Resumption Site on a weekly, bi-annual and annual basis:

Fire Alarms Weekly Test and Sprinkler System at RBF Main Building

The tabulated services below will be performed at 2 Pratt Street Suva, RBF building in accordance with the NZ 4512 standard and approved best industry practice for Fire System maintenance and testing.

Services	Service Type	Frequency	Schedule	Responsible	Documentation
Sprinkler Pump Testing and servicing	<ul style="list-style-type: none"> Lower sprinkler system water pressure from the drain test valve to witness the auto start of the sprinkler pump Check battery electrolyte with hydrometer and add battery water if necessary. Remove oxides from the battery terminals 	Twice a month	Tuesday 3:30pm	Contractor	Written report to be kept on-site as per NFA requirements
	<ul style="list-style-type: none"> Annually test drain valve at T14 Annual servicing of Lister engine Annual servicing of pump Rectify all pipe leaks identified in P1 sprinkler pump piping system Service all valves in P1 pump room Service jockey pump 	Annual	June or July		Written report with recommendations

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	<ul style="list-style-type: none"> • Replace faulty gauges 				
Sprinkler piping systems	<ul style="list-style-type: none"> • Annual inspection of all piping system from P1 to T14 • Check condition and function of all gate valves. Carry out required maintenance for corrosion • Replace faulty or beyond repair gate valves • Treat all corrosion and protect/prevent further corrosion in the piping system. • Paint all pipes where paint has worn out. • Repair identified water leaks in the pipe system from p1 to T14 • Check and test all drain and venting valves. Maintain or replace if cannot be repaired. 	Annual	June to July	Contractor	Written report with recommendations
Manual Call Point and Flow Switch	<ul style="list-style-type: none"> • Activate MCP from P1 to T14 • Check and confirm function of 18 flow switches, replace faulty unit. 	Twice a month Annually	Tuesday 3:30pm June to July	Contractor	Written report with recommendation
Smoke Detectors and Siren	<ul style="list-style-type: none"> • Check operations of all smoke detectors and maintain or replace if unable to repair 	Six monthly	Tuesdays 3:30pm	Contractor	Written report with recommendation

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	<ul style="list-style-type: none"> Check operation of all siren and maintain or replace if unable to repair 	Six monthly	Preferred on Saturday		
Ampac Fire Finder Status	<ul style="list-style-type: none"> Electronic board brush down and termination screw tightening Check and verify connectivity to the mimic panel at P2 	Six monthly Six monthly	Preferred on Saturday	Contractor	Written report with recommendation
Check battery electrolyte	<ul style="list-style-type: none"> Use hydrometer to check SG. Correct the SG if reading is out of range 	Weekly	Tuesday 3:30pm	Contractor	Written report with recommendation
Battery terminals	<ul style="list-style-type: none"> Secure terminals fasteners and remove any oxide build up on the terminals 	Monthly	Tuesday 3:30pm	Contractor	Written report with recommendation

The following scope of work is to be performed on the firefighting system on a bi-annual or annual basis with accordance to the approved industrial fire maintenance practices.

Services	Service Type	Frequency	Schedule	Responsible	Documentation
Fire Hose Reel Water Tank	<ul style="list-style-type: none"> Annual corrosion maintenance of tank interior Maintenance of water supply line valve, outlet valve and drain out valve 	Once a year	Preferred on Saturday	Contractor	Written report to be kept on-site as per NFA requirements
32 Hose Reel	<ul style="list-style-type: none"> Check all nozzle and spray pattern. Replace if nozzle is not functioning as required. Check and secure all fittings, replace faulty or leaking fittings. 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

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	<ul style="list-style-type: none"> • Check all hose full length to be leak and kink free. Replace hose is issues are identified • Clean all hose reel cabinets and properly coil the hose for easy access. • Treat all corrosion identified or replace parts if required 				
Hose Reel Pump	<ul style="list-style-type: none"> • Check and maintain water line pressure transducer • Test and confirm if the pump operates on the set pressure required for the pump to start and stop. Adjust and correct if necessary • Check pump and motor operations, provide recommendation for maintenance or replacement if necessary 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation
Fire Extinguishers	<ul style="list-style-type: none"> • Check and maintain all portable fire extinguishers. Recharge extinguishers to the correct charge if required or replace if necessary. 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

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	<ul style="list-style-type: none"> • Update the service tags • Services to be carried out in accordance with NZS4503 				
Carbon Dioxide Gas Suppression Systems	<ul style="list-style-type: none"> • Check and maintain CO₂ gas bottle • Refill CO₂ if required. • Check, maintain and test smoke detectors in the substation room • Check, maintain or replace activation linkages for the gas suppression system. • Test connectivity of the system to the fire panel 	Annual	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

Six Monthly Gas Flooding System/ FM-200 Gas

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The tabulated scope of below is to be performed at 2 Pratt Street RBF building in accordance to the approved industrial fire maintenance practices.

Services	Service Type	Frequency	Schedule	Responsible	Documentation
Server Room Gas bottles	<ul style="list-style-type: none"> Check bottle condition and pressure. Treat corrosion and recharge to correct Gas pressure Check control mechanisms and verify its function. Correct control if required 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation
1 Vesda Unit	<ul style="list-style-type: none"> Vacuum piping system for the Vesda unit Check on-line status of the Vesda unit through the software and general report. Re-Calibrate system to correct settings if necessary. Change filter cartridge if indicated from the software diagnosis. Check and maintain the detectors in the server room. Replace faulty components if necessary Test system to confirm health status of all connected devices and panel 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

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Pertronic Panel	<ul style="list-style-type: none"> • Check all electronic boards and dust down • Secure all wiring terminations • Check battery condition, volts and treat terminal oxides. Replace the battery if necessary • Test system and confirm siren and strobe light activity. • Maintain and correct or adjust system components to maintain efficient operations of the Vesda system 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation
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BRS Building 353 Princess Road Tamavua

The tabulated scope of below is to be performed at 353 Princess road BRS building in accordance to the approved industrial fire maintenance practices.

Services	Service Type	Frequency	Schedule	Responsible	Documentation
Manual Call Point	<ul style="list-style-type: none"> • Activate MCP from basement to ground level • Check and confirm function of 18 flow switches, replace faulty unit. 	Weekly	Tuesday 2:00pm	Contractor	Written report with recommendation
Pertronic Panel	<ul style="list-style-type: none"> • Check all electronic boards and dust down • Secure all wiring terminations • Check battery condition, volts and treat terminal 				Written report with recommendation

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	oxides. Replace the battery if necessary <ul style="list-style-type: none"> • Test system and confirm siren and strobe light activity. • Maintain and correct or adjust system components to maintain efficient operations of the panel connected to the Vesda system 				
Smoke and heat Detectors	<ul style="list-style-type: none"> • Check operations of all smoke and heat detectors and maintain or replace if unable to repair 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation
Battery terminals	<ul style="list-style-type: none"> • Secure terminals fasteners and remove any oxide build up on the terminals 	Monthly	Tuesday 2:00pm	Contractor	Written report with recommendation

The following scope of work is to be performed on the firefighting system on a bi-annual basis and accordance with the approved industrial fire maintenance practices.

Services	Service Type	Frequency	Schedule	Responsible	Documentation
2 Hose Reel & 2 Hydrant outlet	<ul style="list-style-type: none"> • Check all nozzle and spray pattern. Replace if nozzle is not functioning as required. • Check and secure all fittings, replace faulty or leaking fittings. • Check all hose full length to be leak 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

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	<p>and kink free. Replace hose if issues are identified</p> <ul style="list-style-type: none"> • Clean all hose reel cabinets and properly coil the hose for easy access. • Treat all corrosion identified or replace parts if required • Check hydrant valves and treat all corruptions 				
Fire Extinguishers	<ul style="list-style-type: none"> • Check and maintain all portable fire extinguishers. Recharge extinguishers to the correct charge if required or replace if necessary. • Update the service tags • Services to be carried out in accordance with NZS4503 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

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Six Monthly Gas Flooding System/ FM-200 Gas

The following scope of work is to be performed on the GAS flooding system on a bi-annual basis and accordance with the approved industrial fire maintenance practices.

Services	Service Type	Frequency	Schedule	Responsible	Documentation
Book, Server and Electronic archives Rooms Gas bottles	<ul style="list-style-type: none"> Check bottle condition and pressure. Treat corrosion and recharge to correct Gas pressure Check control mechanisms and verify its function. Correct control if required 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation
3 Vesda Units	<ul style="list-style-type: none"> Vacuum piping system for the Vesda unit Check on-line status of the Vesda unit through the software and general report. Re-Calibrate system to correct settings if necessary. Change filter cartridge if indicated from the software diagnosis. Check and maintain the detectors in the server room. Replace faulty components if necessary Test system to confirm health status of all 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

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	connected devices and panel				
1 Pertronic Panel	<ul style="list-style-type: none"> • Check all electronic boards and dust down • Secure all wiring terminations • Check battery condition, volts and treat terminal oxides. Replace the battery if necessary • Test system and confirm siren and strobe light activity. • Maintain and correct or adjust system components to maintain efficient operations of the Vesda system 	Six monthly	Normal working hours Monday to Fridays except holidays	Contractor	Written report with recommendation

Contractors interested in the tender should inspect both sites and confirm systems mentioned in the tender scope.

Any identified issues should be clearly discussed in writing stating the impact it will have on the safe occupation of RBF properties. RBF will confirm in writing if immediate attention is necessary to resolve the issue.

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TRADE SERVICES COST

Below is the Trade Summary which all vendors are required to fill in addition to the requirements tables

Name of the Company:

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.	Engineer						
2.	Supervisor						
3.	Technicians						
4.	Interns						

Other costs to be included:

1. Attend to fire call for RBF and BRS buildings
2. Attend to fire drill exercise