

# **RESERVE BANK OF FIJI**

## **GARDENING SERVICES**

### **SCOPE OF WORK**

Our Reference:

Your Reference:

29 November 2023

#### **Gardening Services**

##### 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 1<sup>st</sup> 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. Provide and maintain a total stock of 15 pot plants for 338 Princess road, Domodomo House. Replacement of 15 pot plants on a weekly basis per month.
7. At the Reserve Bank Building, pruning, weed removal on plant boxes from P2 to P4. Replace dead plants with new ones.
8. P2 to P3 lawn mowing and flower watering. Lawn mower with grass catcher to be used for mowing the lawn.
9. All rubbish is to be removed by the contractor.
10. All workers attending to contractual work must have police clearance.
11. Contractor must be present on site for a monthly meeting for general gardening work improvements.
12. 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 &

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Safety Policy, Procedures and Programs of the organization and to observe directions on health and safety aspects of the organization.

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.

#### Other proposal

- Provide one of cost to supply new plants of appropriate height for the plant boxes from P2 to P4.
- The roots of the proposed plants should not penetrate the plant box concrete or cause damage to the water proofing membrane.
- The cost of maintaining the plants should be included with point 7 above.

For further information contact our Manager Plants & Properties Mr. Setareki Koto on telephone 3223 380 or e-mail: [setareki@rbf.gov.fj](mailto:setareki@rbf.gov.fj)