

RESERVE BANK OF FIJI

PEST CONTROL

SCOPE OF WORK

Our Reference:

Your Reference:

29 November 2023

Pest Control 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 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 of Pest Control on all levels in the 3 properties of the bank as tabulated below.
7. You will be responsible that the workers are covered as stated under the Workmen's Compensation Act.
8. 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.
9. All workers attending to contractual work must have police clearance.

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.

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| Level | Type | Frequency | Chemical | Schedule |
|--|---|-------------|-------------------------------------|--|
| Tea preps all level | Powder, liquid spray , gel, rat baits or other available products | Fortnightly | Vary according to type of treatment | Afterhours Preferred on Saturday 5pm to 9pm |
| All Office Floors | Powder, liquid spray , gel, rat baits or other available products | Monthly | Vary according to type of treatment | Afterhours Preferred on Saturday 5pm to 9pm |
| All levels | Fumigation | Six monthly | | Afterhours Preferred on Saturday 5pm to 9pm |
| Sewer chambers & Pits | Fumigation, spray or any other treatment | Quarterly | | Afterhours Preferred on Saturday 5pm to 9pm |
| 353 Princess road. BRS building | Powder, liquid spray , gel, rat baits or other available products | Monthly | Vary according to type of treatment | Normal working hours preferred end of each month 9am to 4pm |
| 338 Princess road. BRS building | Powder, liquid spray , gel, rat baits or other available products | Monthly | Vary according to type of treatment | Normal working hours preferred end of each month 9am to 3pm |
| All level inspection | | Monthly | | Normal working hours. |

Any identified issues should be clearly discussed stating the impact it will have on the safe occupation of the affected level. RBF will confirm in writing if immediate attention is necessary to remove the hazard/issue and make safe for occupancy.