



RESERVE BANK OF FIJI

REQUEST FOR TENDER

RBF T11 Window Structure Replacement Project



OBJECTIVE

The Reserve Bank of Fiji (RBF) is embarking on a project where the vendor has to replace the Tower 11 (T11) meeting room & luncheon area window structure at the Reserve Bank of Fiji (RBF) building, Pratt Street, Suva.

T11 WINDOW MEASUREMENTS

Meeting Room (measurement starting from balcony end)

WS1= 3.56m (W) x 1.46m (H)

WS2= 3.59m (W) x 1.46m (H)

WS3= 1.3m (W) x 1.46m (H)

WS4= 1.34m (W) x 1.46m (H)

WS5= 3.58m (W) x 1.46m (H)

WS6= 3.58m (W) x 1.46m (H)

WS7= 3.59m (W) x 1.46m (H)

WS8= 3.59m (W) x 1.46m (H)

WS9= 3.58m (W) x 1.46m (H)

Luncheon Area (measurements starting from balcony end)

WS1= 3.58m (W) x 1.44m (H)

WS2= 3.57m (W) x 1.44m (H)

WS3= 3.57m (W) x 1.46m (H)

WS4= 3.56m (W) x 1.46m (H)

WS5= 3.58m (W) x 1.46m (H)

Note

WS- Window Section

W- Width

H- Height

m- Meters

TENDER SCOPE

1. It is compulsory for the vendor to conduct a thorough site inspection of the existing T11 window structure and reconfirm all the necessary measurements.

Option 1

2. The vendor has to carry out the following:
 - a. State in the tender submission as to how many window frames will be installed per WS;
 - b. Remove all the existing window frames from T11 meeting room & luncheon area;
 - c. Supply new awning window frames of aluminium material;
 - i. Provide the images and specifications of different types of awning window frames in the tender submission for RBF to select from
 - d. Supply E-Zone cyclone resistant glass to be installed on all the new awning window frame;



- i. Provide the specification for E-Zone cyclone resistant glass in the tender submission
- e. Install the new awning window frames together with the E-Zone glass in the T11 meeting room & luncheon area;
 - i. Secure the concrete structure around the window frame to prevent water ingress
 - ii. Reuse the same screws for the window frame mounting where possible
- f. All the new window glass for T11 meeting room & luncheon area has to be tinted;
 - i. Provide specifications for different shades of tinting for RBF to choose from
- g. Install new heavy duty window seals;
 - i. Ensure that the window seals are air and water tight;
- h. After commissioning, provide certificate for E-Zone cyclone resistant glass installed; and
- i. State the product & workmanship warranty and provide its term & conditions in the tender submission.

Option 2

3. The vendor has to carry out the following:
 - a. Remove all the existing window frames from T11 meeting room & luncheon area;
 - i. All existing window glass will be reused
 - ii. While removing the existing window glass from the frame, if the window glass breaks or cracks than the vendor will have to replace it with E-Zone cyclone resistant glass at no added cost to RBF. Furthermore, the vendor would also would have to carry out tinting as per the existing shade
 - b. Supply new awning window frames of aluminium material;
 - i. Provide the images and specifications of different types of awning window frames in the tender submission for RBF to select from
 - c. Install the new awning window frames together with the existing window glass in the T11 meeting room & luncheon area;
 - i. Secure the concrete structure around the window frame to prevent water ingress
 - ii. Reuse the same screws for the window frame mounting where possible
 - d. Install new heavy duty window seals;
 - i. Ensure that the window seals are air and water tight
 - e. Carry out commissioning works; and
 - f. State the product & workmanship warranty and provide its term & conditions in the tender submission.
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 will have to make all the logistics arrangements for the window frames and glasses to and from the RBF premises.
6. While carrying out the project, if the vendor damages any RBF property, then they have to carry out the repair works at their own cost.



- a. The vendor would have to make all arrangements for the existing roller blinds to be removed and re-installed while carrying out this project.
7. The vendor has to provide a detailed work-plan of the entire project with the tender submission.
8. 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 all evacuation procedure.
9. The vendor has to maintain a very high level of housekeeping throughout the total duration of the project.
10. The vendor is urged to inform RBF in writing regarding any issues that their staff might face either in terms of the personal protective equipment or towards carrying out the said works.
11. The vendor has to provide a detailed breakdown for Option 1 & 2 in the quotation.
12. The quote is to be the Vat Inclusive Price.
13. The quoted VIP price to cover normal working hours.
14. The vendor has to provide the proposed payment schedule in the quotation.
15. It is compulsory for the vendor to complete the Trade Summary at the end of this document.
16. The vendor will have to provide a detailed project completion report.

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.

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;
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

- Itemise 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.
- 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: _____

Product Warranty: _____

Workmanship Warranty: _____

No.	Project Details	Project Cost (VIP)
Option 1		
1.	Cost for removing the existing T11 meeting room & luncheon area window frames	
2.	Cost of supplying new awning window frames of aluminium material	
3.	Cost of supplying E-Zone cyclone resistant glass	
4.	Cost of installing new awning window frame with E-Zone cyclone resistant glass	
5.	Cost of carrying out tinting works on the new window glass	
6.	Cost of installing new heavy duty window seal	
Total Cost (VIP)		
Option 2		
1.	Cost for removing the existing T11 meeting room & luncheon area window frames	
2.	Cost of supplying new awning window frames of aluminium material	
3.	Cost of installing new awning window frame with the existing window glass	
4.	Cost of installing new heavy duty window seal	
Total 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.	Engineer						
2.	Technician						
3.	Fitter						
4.	Intern						

No.	Project Material Procurement	Number of Days
1.	State the duration of removing the existing T11 meeting room & luncheon area window frames	
2.	State the duration of supplying new awning window frames of aluminium material	

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3.	State the duration of supplying E-Zone cyclone resistant glass	
4.	State the duration of carrying out works for Option 1	
5.	State the duration of carrying out works for Option 2	