

# RESERVE BANK OF FIJI

## SANITATION

### SCOPE OF WORK

Our Reference:

You're Reference:

29 November 2023

#### Sanitation 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. To provide and carry out servicing aspects of all sanitary equipment provided such as, Sanitary Bins, Sani spray, Soap Dispenser, Toilet Air freshener on all the toilets in the bank as follows:

Items	Total	Frequency of Service
Sanitary Bins	20	Fortnightly Service
Air Freshener	48	Fortnightly Service
Soap Dispenser	55	Fortnightly Service
Sanitizer	3	Monthly Service
Sani Spray	44	Fortnightly Service
Urinal Mat	17	Fortnightly Service
Hand Sanitizer	32	Monthly Service
<b>General Inspection</b>	<b>52</b>	<b>Weekly Inspection</b>
<b>BRS Main Building Items</b>	<b>Total</b>	<b>Frequency of service</b>
Sanitary Bins	2	Monthly Service
Air freshener	3	Monthly Service
Soap Dispenser	4	Monthly Service
Sani spray	3	Monthly Service
Hand Sanitizer	1	Monthly Service
<b>General Inspection</b>	<b>52</b>	<b>Monthly Inspection</b>

# **RESERVE BANK OF FIJI**

## **SANITATION**

### **SCOPE OF WORK**

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.