

**CONSTRUCTION WORK FORT5 FIU
MEETING ROOM TABLES AND
CHAIRS.**

TENDER SCOPE OF WORK (SOW)

**RESERVE BANK OF FIJI
4 PRATT STREET,
PRIVATE MAIL BAG
SUVA.**

March 18th 2024

Reserve Bank of Fiji

OBJECTIVE

To construct table and chairs dressed hard wood for T5 FIU meeting room as per approve DRG plan.

SCOPE OF WORK

1. Contractor have to take measurement in the meeting room and compare with the drg.
2. Contractor need to visit the meeting room on material delivery, access through floor level and installation process on T5 FIU floor.
3. Contractor need to submit the work programme on how long it will take to manufacture and install during normal , afterhours or weekend only.
4. Meeting room table to be hard wood with finishing similar to T5 DG meeting room and contractor need to meet RBF standard.
5. Dimension and detail is available in the drawing and contractor need to request for approval from RBF on all queries.
6. The vendor has to state if this project will be carried out by their staff or if it will be outsourced.
7. The vendor has to state the workmanship warranty and its terms and conditions for this project in the quotation.
8. The vendor has to be mindful of the following:
 - a. Maintain high level of professionalism to avoid any reputational risk;
 - b. Foul language is strictly prohibited; and
 - c. Has to comply with the RBF's emergency evacuation procedures.
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 adhering to the personal protective equipment requirements or towards carrying out the said works.
11. The vendor has to provide a detailed breakdown of each of the works in the quotation.
12. The quote is to be the Vat Inclusive Price.
13. The quoted VIP price to cover working hours, after-hours and weekends
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.

Note

- Quotation should be Vat Inclusive Price.
- The quotation should be for normal working hours, afterhours and works over the weekend.
- Work to be completed with time frame approved by RBF

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.

TENDER CLOSING DATE: 5TH APRIL, 2024, AT 4 PM.

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 **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 organizations 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

Reserve Bank of Fiji

6. Public liability cover;
7. Insurance cover;
8. Completed Trade Summary.

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

- Itemize 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.

INSPECTION

Inspection shall be done from 9am till 4pm from 11th March to 3rd April 2024. Contact staffs are:

Mehul Raniga

Technical Officer

Mobile: 9984761

Email: mehul@rbf.gov.fj

Josese Cavunisautu

Maintenance Officer

Mobile 9924412

Email: Josese@rbf.gov.fj

