



# **CONSTRUCTION WORK FOR BRS AND DDH FENCE.**

## **TENDER SCOPE OF WORK (SOW)**

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

**March 8<sup>th</sup> 2024**

## **Reserve Bank of Fiji**

### **OBJECTIVE**

To construct the picket fence and retaining wall as per the approved drawings associated with this tender document.

- Construct a steel picket fence along the Domodomo house rear boundary fence line
- Construct a retaining wall with chain link fence at the rear of 353 princess road boundary fence line.

### **SCOPE OF WORK**

1. It is compulsory for the vendor to carry out a site inspection to get familiarize with the works and reconfirm all the measurements.
2. Vendor needs to submit a thorough work program together with their tender submission.
3. The vendor will have to carry out the following for both site mentioned in this tender document:

#### **338 Princess Road**

- Understand the details in the picket fence drawing for 338 Princess road.
- Construct the foundation according to the details in the drawings.
- Procure materials to carry out the work. [Steel picket supplied by RBF]
- Ready mix concrete for foundation at 25Mpa
- Provide detail material cost breakdown [QS] and update the summary table.

#### **353 Princess Road**

- Understand the details in the retaining wall/chain link fence drawing for 353 Princess road.
  - Construct the foundation according to the details in the drawings.
  - Procure materials to complete the work. [check materials available on-site at BRS]
  - The vendor will have to provide a detail breakdown of works in the quotation.
  - Ready mix concrete for foundation at 40Mpa
  - Provide detail material cost breakdown [QS] and update the summary table.
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 has to state the workmanship warranty and its terms and conditions for this project in the quotation.
  6. The vendor has to provide a detailed work-plan of the entire project with the tender submission.

## **Reserve Bank of Fiji**

7. 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 emergency evacuation procedures.
8. The vendor has to maintain a very high level of housekeeping throughout the total duration of the project.
9. 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.
10. The vendor has to provide a detailed breakdown of each of the works in the quotation.
11. The quote is to be the Vat Inclusive Price.
12. The quoted VIP price to cover working hours, after-hours and weekends
13. The vendor has to provide the proposed payment schedule in the quotation.
14. It is compulsory for the vendor to complete the Trade Summary at the end of this document.
15. 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](mailto:subrina@rbf.gov.fj) and Manager General Administration Services, Melania Tamaue [melania@rbf.gov.fj](mailto:melania@rbf.gov.fj).

**TENDER CLOSING DATE: 5<sup>TH</sup> 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**

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 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; 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**

- 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 11<sup>th</sup> March to 3<sup>rd</sup> April 2024. Contact staffs are:

Mehul Raniga  
Technical Officer  
Mobile: 9984761  
Email: [mehul@rbf.gov.fj](mailto:mehul@rbf.gov.fj)

Josese Cavunisautu  
Maintenance Officer  
Mobile 9924412  
Email: [Josese@rbf.gov.fj](mailto:Josese@rbf.gov.fj)

## **TRADE SUMMARY**

Below is the Trade Summary which the vendor is required to complete.

Name of the Company: \_\_\_\_\_

Workmanship Warranty: \_\_\_\_\_

<b>No.</b>	<b>Project Particulars</b>	<b>Project Cost (VIP)</b>
1.	Cost of DDH picket fence construction [material + labour]	
2.	Cost of BRS retaining wall construction [material + labour]	
<b><i>Total Material and Transportation Cost (VIP)</i></b>		

<b>No.</b>	<b>Position</b>	<b>No. of Staff</b>	<b>Normal Rate per Hour (VIP)</b>	<b>Time and Half Rate (VIP)</b>	<b>Double Time Rate (VIP)</b>	<b>Meal Allowance Rate (VIP)</b>	<b>Transportation Rate (VIP)</b>
1.	Forman/leading hand						
2.	Carpenter						
3.							
4.	Assistant Carpenter						
5.	Labour						