



**RESERVE BANK OF FIJI**

# **REQUEST FOR TENDER**

**RBF P4 Toilet Renovation Works**



## OBJECTIVE

The Reserve Bank of Fiji (RBF) will be embarking on a project to renovate the toilet at Podium 4 (P4), Reserve Bank of Fiji (RBF) building, Pratt Street, Suva. The vendor will have to carry out a complete renovation of the P4 toilet.

## TENDER SCOPE

1. It is compulsory for the vendor to conduct a thorough site inspection to become familiar with the project scope. During the site inspection, the vendor will have to carry out all the required measurements for the works.
2. The vendor has to carry out the following:
  - a. Remove the existing wall & floor tiles;
  - b. Remove the existing urinal & toilet;
  - c. Remove the existing bathroom mirrors (x2pcs);
  - d. Remove the existing MDF counter top vanity board;
  - e. Remove the existing faucet and hand basin;
  - f. Remove the existing doors (x2pcs);
  - g. Supply commercial grade wall & floor tiles;
    - i. Provide images of the wall & floor tiles with the tender submission for RBF to choose from
  - h. Supply concealed urinal & toilet;
    - i. Provide images and specification for the urinal & toilet with the tender submission for RBF to choose from
    - ii. Provide options for waterless urinals (<https://waterlessaustralia.com.au/>) together with its maintenance kit
    - iii. Provide options for sensor operated flusher for urinals
    - iv. Provide options for urinals with concealed cistern tank system
    - v. Ensure that all the new plumbing works have to be compatible to RBF's existing plumbing fixtures
  - i. Supply granite vanity counter top;
    - i. Provide samples of the granite with the tender submission for RBF to choose from
  - j. Supply commercial grade faucet & counter top hand basin;
    - i. Provide images and specification for the faucet & counter top hand basin with the tender submission for RBF to choose from
  - k. Supply 2 doors of the same dimension as per the existing;
    - i. Door to be dressed mahogany hardwood
    - ii. Fully varnish the door for glossy finishing
    - iii. Apply stain to match the existing colour
    - iv. The front door to have a ventilation grill as per the existing design
    - v. All door fixtures (hinges, locks, door closure and door stopper) supplied has to be of commercial heavy duty grade
  - l. Supply new bathroom mirrors (x2pcs) of the same specification as per existing;
  - m. Extend the urinal wall;
    - i. Extension wall height- 2080mm
    - ii. Extension wall width- 300mm
    - iii. Extension wall thickness- 100mm
    - iv. Extended wall to be of cement
    - v. The wall extension to have the same new tiles installed as per g.i
  - n. Install new tiles on the wall and floor;



- i. Remove the existing tile adhesive
    - ii. Carry out all the surface preparation works
    - iii. Ensure that the substrate is air and water tight
    - iv. Apply new tile adhesive
    - v. Install new tiles
    - vi. Allow for curing
  - o. Polish the entire wooden ceiling;
    - i. Vendor has to be very mindful of the fire sprinkler. Any damages caused will have to be corrected and fixed at no added cost to RBF
  - p. Install the chosen urinal and toilet;
    - i. All plumbing works to be carried out by the vendor
    - ii. Install the existing toilet paper holder on the wall
  - q. Vanity works;
    - i. Replace all the damaged wooden frames
    - ii. Install the granite vanity counter top
    - iii. Polish all the front wooden frames and change all the fasteners
    - iv. Install the chosen counter top hand basin and the faucet
    - v. All plumbing works has to be carried out by the vendor
    - vi. If any leakage is encountered than the vendor would have to fix it at no added cost
  - r. Doors; and
    - i. Polish all the door jambs
    - ii. Install doors (x2pcs)
    - iii. Install all door fixtures (hinges, locks, door closure and door stopper)
  - s. Install new bathroom mirrors (x2pcs) on the existing mounting slots.
3. The vendor has to state if this project will be carried out by their staff or if it will be outsourced.
4. The vendor has to provide a detailed work-plan of the entire project with the tender submission.
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 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.
7. The vendor has to maintain a very high level of housekeeping throughout the total duration of the project.
8. 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.
9. The vendor has to provide a detailed breakdown of each of the works in the quotation.
10. The quote is to be the Vat Inclusive Price.



11. The quoted VIP price to cover normal working hours, weekends and public holidays.
12. The vendor has to provide the proposed payment schedule in the quotation.
13. It is compulsory for the vendor to complete the Trade Summary at the end of this document.
14. The vendor will have to provide a detailed project completion report.

**Note**

The vendor has to note that while carrying out the works if any of the existing infrastructure (which is not part of the refurbishment project) is damaged by the vendor's staff, the vendor will have to make all the necessary repairs at no added cost.

**TENDER 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).

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.

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- 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: \_\_\_\_\_

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

| No.                     | Project Details  | Project Cost (VIP) |
|-------------------------|--|--------------------|
| 1.                      | Cost of removing existing wall and floor tiles             |                    |
| 2.                      | Cost of removing existing urinal & toilets                 |                    |
| 3.                      | Cost of removing existing bathroom mirrors (x2pcs)         |                    |
|                         | Cost of removing the existing MDF counter top vanity board |                    |
|                         | Cost of removing the existing faucets and hand basin       |                    |
|                         | Cost of supplying commercial grade walls & floor tiles     |                    |
|                         | Cost of supplying concealed urinal & toilet                |                    |
|                         | Cost of supplying granite vanity counter top               |                    |
|                         | Cost of supplying commercial grade faucets & counter top   |                    |
|                         | Cost of supplying 2 doors                                  |                    |
|                         | Cost of extending the urinal wall                          |                    |
|                         | Cost of installing new wall and floor tiles                |                    |
|                         | Cost of polishing the wooden ceiling panel                 |                    |
|                         | Cost of installing the chosen urinal & toilet              |                    |
|                         | Cost of installing granite vanity counter top              |                    |
|                         | Cost of installing doors (x2pcs)                           |                    |
|                         | Cost of installing bathroom mirrors (x2pcs)                |                    |
| <b>Total Cost (VIP)</b> |  |                    |

| 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.  | Site supervisor     |              |                            |                          |                        |                           |                           |
| 2.  | Carpenter           |              |                            |                          |                        |                           |                           |
| 3.  | Assistant Carpenter |              |                            |                          |                        |                           |                           |

| No. | Project Material Procurement                                    | Number of Days |
|-----|---|----------------|
| 1.  | State the total duration for removal works                      |                |
| 2.  | State the total duration for supply & logistics of new material |                |

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|----|---|--|
| 3. | State the total duration for installation works |  |
|----|---|--|