



**RESERVE BANK OF FIJI**

# **REQUEST FOR TENDER**

**RBF Tower 6 Refurbishment Project**

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### OBJECTIVE

The Reserve Bank of Fiji (RBF) will be embarking on a project to refurbish a meeting room, reception area, Chief Manager's office and a consultant's room at Tower 6 (T6), Reserve Bank of Fiji (RBF) building, Pratt Street, Suva.

The RBF will be providing approved drawings for the T6 refurbishment works.

### 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 will have to carry out all the demolition works for this project and remove all debris from the site.
3. The vendor has to carry out the following:
  - a. T6 Meeting Room

#### Option 1

- i. Carry out demolition works for the existing Gibb partitions as per drawing sheet# A.02
- ii. Carry out refurbishment works as per drawing sheet# A.03 and A.04
  1. Install bi-folding glass with all details specified in the drawing
  2. Install Gibb partition with proper finishing works
- iii. For the bi-folding door, supply & install 19mm Stormshield glass
- iv. Carry out paint works for all the new Gibb partitions, matching (colour) to the existing
- v. Provide certification for 19mm Stormshield glass installed
- vi. Provide workmanship warranty for the bi-folding glass

#### Option 2

- i. Carry out demolition works for the existing Gibb partitions as per drawing sheet# A.02
- ii. Carry out refurbishment works as per the drawing sheet# A.03 and A.06
  1. Install full height Gibb partition for the entire length
  2. Install wooden door; fully dressed hardwood with 2-pac varnish
- iii. Carry out paint works for all the new Gibb partitions, matching (colour) to the existing

#### b. T6 Chief Manager's Office

- i. Remove existing door and carry out demolition works for the existing Gibb partition as per drawing sheet# A.02
- ii. Carry out refurbishment works as per drawing sheet# A.03
  1. Install Gibb partition with proper finishing works
  2. Use the same door for installation that was removed from b.i
- iii. Carry out paint works for all the new Gibb partitions, matching (colour) to the existing

#### c. T6 Reception Area;

- i. Remove the existing workstation and make new, refer to sheet# A.03.
- ii. Existing cupboard and drawers to move with new wall similar to existing using the existing material

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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 provide a detailed work-plan of the entire project with the tender submission.
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 fire, tsunami and bomb threat 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 the personal protective equipment 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**

1. 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.
2. T6 refurbishment drawings will only be provided to the vendor upon request.

### **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).

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.

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### **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;

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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.

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### TRADE SUMMARY

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

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

No.	Project Details	Project Cost (VIP)
1.	Cost of T6 meeting room demolition works	
2.	Cost of supplying Gibb partition for T6 meeting room	
3.	Cost of supplying bi-folding glass (19mm Stormshield glass)	
4.	Cost of installing the Gibb partition	
5.	Cost of installing the bi-folding glass (19mm Stormshield glass)	
6.	Cost of T6 Chief Manager's Office demolition works	
7.	Cost of supplying Gibb partition for T6 Chief Manager's Office	
8.	Cost for removing & installing door at T6 Chief Manager's Office	
9.	Cost for relocating and assembling all cupboards at T6 reception area	
10.	Cost for supplying half height partitions for T6 reception area	
11.	Cost for installing half height partitions for T6 reception area	
<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.	Gibb Finisher/Painter						
4.	Assistant Carpenter						

No.	Project Material Procurement	Number of Days
1.	State the duration for supplying Gibb boards and other Gibb finishing materials	
2.	State the duration for supplying bi-folding 19mm Stormshield Glass	