

TENDER DOCUMENT

**PROJECT: TO CARRY OUT TIMBER
HARVESTING AT NABUKELEVU VILLAGE, SERUA**

SCHEME: SE01-13

MR 375/2018

1. Scope of Works

Tenderers are invited for Timber Harvesting Works on the EFL's Distribution Network at Nabukelevu Village in Serua. The harvested timber (selected by the contractor) is to be taken to a saw mill for processing. The contractor shall pay the sawmill price to EFL for all the timbers that are harvested at Nabukalevu and taken to sawmill for processing. Bids are to be submitted for the harvesting as tabulated below:

Stage	Location	Price (VIP)
Timber Harvesting at Nabukelevu Village, Serua		
1.	As per the Construction Drawing: A1 04 N89 025 - SUPPLY TO NABUKELEVU VILLAGE, SERUA	

Note: Timber Harvesting to be carried out within 30m of EFL power lines, and *any other tree specifically identified during the site visit.*

2. Commencement and Completion of Works

- a) Latest date for commencement of the works: 1 day from issue of LPO.
- b) Date for final completion of the works: **21** days from issue of LPO.

- 3. For the purpose of supervising the contract on behalf of the Authority, references in the General Conditions to the Authority shall include the Unit Leader Distribution Central or his designated officer. The Project Manager shall be the Unit Leader Distribution Central and the Project Engineer shall be the **Construction Coordinator Central**. The Project Supervisor shall be assigned prior to the induction by the Construction Coordinator Central.

4. Insurance

- (a) Contractor's risk \$500,000.
- (b) Public Liability \$500,000.
- (c) Worker's Compensation \$250,000.

The contractor shall indemnify EFL against any claims for liability, injuries, losses, damages etc. that may arise during the execution of the works.

5. Liquidated and ascertained damages

\$200 per day

6. Defects Liability period

Defect liability period shall be 6 months from the completion of the work.

7. Retention Fund

- (a) Limit of retention fund: NIL
- (b) Nature of retention fund: N/A
- (c) Release of retention fund: N/A

8. CONTRACTOR REQUIREMENTS

- a) **Tender Bid** - Contractor shall submit a firm bid clearly indicating a lump sum VIP price.
- b) **Site Visit** - Contractor shall participate in a site visit which is compulsory. Bids from tenderers who do not participate in the site visit shall be disqualified.
- c) **Standards** - All Timber Harvesting work shall be in compliance with EFL Vegetation Management Policy.
- d) **Vegetation clearing** - Vegetation, which at a mature height will exceed 2m in height and will be within falling distance from the EFL lines are to be removed.
Vegetation debris shall be disposed off neatly at a location agreed to by EFL. No debris shall be left by the roadside, or blocking drains. In the event the vegetation is not disposed off promptly, EFL shall organize alternative contractors to dispose the same and the cost shall be deducted from the contract sum.
- e) **Safety Plan** - The tender bid shall include a Safety Plan that will be evaluated by the EFL's HSE Unit. Tender bids with incomplete, unacceptable, or without a Safety Plan will not be considered for award
- f) **Safety Record** - Tender bid shall include a brief report on Safety performance over the last two years. The report shall include all incidents and accidents.
- g) **Sub-contracting** - Subcontracting shall not be permitted, except where this is specifically presented in the tender bid, and only upon approval by EFL. Subcontractors shall be required to fulfil all requirements as if they were the contractor.
- h) **Scope of works** - Work involved in this contract is broadly classified into two phases, and progress payments shall be processed accordingly.
 - i) Timber Harvesting
 - ii) Disposal of vegetation debris
- i) **Contact** - Contractor shall have a valid postal address, Office phone/fax/e-mail contact. The Principal shall be available by mobile phone at any time.
- j) **Work Program** - Contractor shall submit a work programme before starting of project. This shall be part of the contract. Work shall commence within one (1) day after receiving an official EFL Local Purchase Order.

- k) **Training** - Contractor shall ensure his employees have attended training on timber harvesting and records of this shall be submitted with the tender bid. In the event that the training has not been carried out, the Contractor shall ensure these training are carried out **PRIOR** to induction for new project.
- l) **Chainsaw Operator** - Contractor shall ensure that the project has one Certified Chainsaw Operator certified by the Department of Forests. Records of these personnel shall be submitted with the tender bid.
- m) **Invoicing** - Contractor shall submit details of work completed to allow prompt approval of invoice.
- n) **Safety Induction** - A Safety induction must be conducted before start of vegetation management work. **Contractor shall ensure that all employees who work on the project attend the Safety Induction. All contractor employees are to present a valid company ID card clearly showing a current photo, employee name, employee date of birth and employee job description.**
- o) **Instruction to Commence Work** - Contractor shall NOT commence work on site unless an "Instruction to Commence Work" has been received from the Project Manager.
- p) **Signboards** - One signboard (6'X 4') must be erected at the start of the works and one at the end of the works clearly stating:

<p>DANGER</p> <p>PROJECT: VEGETATION MANAGEMENT- [Location name]</p> <p>CONTRACTOR:</p> <p>VEGETATION MANAGEMENT WORK.</p> <p>Driver please reduces speed. Pedestrians please use other footpath/side of road</p> <p>THANKS</p>

All other signboards must be placed at appropriate locations as per FRA requirements.

- q) **Accident Reporting** - All accidents and incidents shall be reported immediately to EFL using approved forms available in the EFL Safety Plan Template, or equivalent.

- r) **Project Updates** - Contractor shall meet with EFL Project Manager, Project Engineer and Project Supervisor on a weekly basis to discuss project progress and bottlenecks. These meetings shall be minuted for records, and circulated to the appropriate stakeholders.
- s) **Tidiness** - The Contractor shall maintain the worksite in a neat and tidy condition.
- t) **Consent for Vegetation clearing** - no vegetation shall be cleared unless specific instruction to do so has been received from the Project Supervisor. Notwithstanding this, the contractor shall inform the tree owner that he is required to clear the tree, and shall obtain the owner's confirmation that he has given EFL his consent to remove the tree, prior to proceeding with cutting the tree.
Contractor shall sight the Consent Form before cutting any tree.
- u) **Fires** - No fires are to be lit at jobsites for the purpose of clearing vegetation or vegetation debris.
- v) **Village Protocols** - the contractor shall comply with protocols involved in working on land owned by Indigenous Fijians to ensure smooth work progress.
- w) **Damage to property** - The Contractor shall ensure that there is no damage to roadways, footpaths, drains, water-courses, properties and other services. The Contractor shall make good to the satisfaction to the owner any damage caused by the contractor at their own cost.
- x) **Portable signboards** - Portable signboards must be placed at 50m intervals.
- y) **Traffic and Pedestrian Control** - The Contractor shall ensure that there is minimum disruption to the flow of traffic and pedestrian. EFL procedures on Traffic Control and Pedestrian Control shall be diligently exercised.
- z) **Worksite protection** - Bollards/cone must be placed at 10m intervals.
- aa) **Jobsite Safety Assessment** - Contractor to carry out Jobsite Safety Assessment daily, and as and when required, and submit these to EFL on a weekly basis.
- bb) **Contractor HSE Compliance** - Contractor shall comply with EFL/Contractor HSE Manual at all times.
- cc) **Defects Rectification** - The contractor shall rectify all defects within one (1) day as per contract.
- dd) **Project completion** - The contractor shall complete work on time as per contract.

- ee) **Project progress** - If the Contractor fails to proceed with the works with reasonable diligence or suspends the works or refuses to comply with the reasonable direction from EFL by reason of which the works are materially affected and any such default continues for a period of seven (7) days after the issue of written notice, EFL may itself call any other person to complete the works at the Contractor's risk and expense.
- ff) **EFL/Contractor HSE Manual** - Contractor shall comply with EFL/Contractor HSE Manual at all times.

9. EFL Requirements

- a) EFL's HSE Unit shall vet Safety Plan submitted by Contractor and approve after queries clarified by Contractor.
- b) EFL Project Supervisor and Project Engineer shall carry out regular site inspections to ensure compliance with HSE requirements, and submit Safety Visit Reports of the visit.
- c) EFL Project Supervisor and Project Engineer shall issue Non-Conformance Report if required, and follow up for verification of implementation of Action Items arising out of the Non-Conformance Report.

10. PAYMENT SCHEDULE

Payment shall be made as per payment schedule:

Phase	Description	Percentage payment
1	First & Final Progress Payment (100% completion of work)	100%
2	Retention	Zero

Progress payments may be made, but shall not exceed the value of work completed.

TECHNICAL EVALUATION CRITERIA

The following table is to be filled and returned with tender bid.

Criteria	EFL Requirement	Bidder's Reply
Experience in Timber Harvesting	At least 2 timber harvesting jobs done	
Capability to complete task (Labor names with details)	1 chainsaw operator with 5 other timber harvesting authorized personnel per team	
Insurance Policy	Contractors risk - \$500K Public Liability - \$500k Worker's Compensation - \$250k	
EFL Contractor Tender HSE Management system Questionnaire - HSE41C02	Complete and return document	
EFL Contractor Health and Safety Plan - HSE41C04	Complete and return document	
EFL Contractor JSA & Risk Assessment Form - HSE41C11	Complete and return document	
Contractor Plant and Equipment Register - HSE41C12	Complete and return document	
Clearing of all VM debris	All timber harvesting debris to be cleared and disposed at a location agreed by EFL	
Chainsaw Operator Certificate	Copies of certificate to be provided	
VM Certificate	All VM ID card copies with detail required for staff expected to carry out VM	
Site Visit Attended	Compulsory for site visit	
Fiji Revenue & Customs Service Tax Compliance Certificate to be given with bid	Compulsory document to be submitted with bid	
FNPF compliance certificate to be given with bid	Compulsory document to be submitted with bid	
Proof of good workmanship	Agreement to deduction from contractual amount the equivalent cost incurred due to unplanned outage as a result of VM	

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company / Business Name: _____

(Attach copy of Registration Certificate)

2. Director/Owner(s): _____

3. Postal Address: _____

4. Phone Contact: _____

5. Fax Number: _____

6. Email address: _____

7. Office Location: _____

8. TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))

9. FNPF Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the EFL Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at 4:00 p.m. (16.00hrs Fiji time) on Wednesday 31st October, 2018.

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

MR 375/2018

To Carry Out Timber Harvesting at Nabukelevu Village, Serua Scheme # SE01-13

The Secretary, Tender Committee
Energy Fiji Limited
Supply Chain Office
Private Mail Bag,
Suva

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587.**

Bidders are requested to submit a:

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**