



# EOI 01/2021

## Expression of Interest for Architectural Services for Extension of Energy Fiji Limited Head Office



Quality Assurance Statement	
<b>Energy Fiji Limited</b> Private Bag Suva Fiji Tel: 679-3311133 Fax: 679-3311882	<b>Project Manager:</b> Shifaan Ali
	<b>Prepared by:</b> Shavneel Deo
	<b>Reviewed by:</b>
	<b>Approved for issue by:</b> Anand Nanjangud

Revision Schedule					
Rev. No	Date	Description	Prepared by	Reviewed by	Approved by
1	14/04/2021	Initial Draft	Shavneel Deo		
2	16/04/2021	Final Draft	Shavneel Deo		
3					

**Definitions:**

EOI: Expression of Interest

TOR Terms of reference for the works to this EOI document.

Tenderer: The company or consortia that is providing a submission in response

EFL: Energy Fiji Limited, 2 Marlow Street, Suva, Fiji

Works The project, assignment

---

## **1. Background**

### **Energy Fiji Limited**

The EFL is Limited Liability Public Company that was established under the Electricity Act of 2015. It is supervised by a Board of eight members comprising a Chairman, Deputy Chairman, the Chief Executive Officer of EFL, the Permanent Secretary of Public Utilities, the Permanent Secretary of Finance, and representatives of Business and Consumer Groups. All members are appointed by the Minister of Public Utilities except for the Chief Executive of EFL, who is appointed by the Board with approval of the Minister. The Management team of the EFL consists of Chief Executive, Chief Finance Officer, General Manager Human Relations, General Manager Generation, General Manager Network, General Manager Customer Services, Chief Information Officer, General Manager Special Project and General Manager Commercial.

EFL maintains power supply systems on the larger islands Viti Levu, Vanua Levu and Ovalau, which account for some 90% of the country's population. Installed generation capacity is approximately 218MW, comprising 83MW in the Monasavu Hydro Scheme in Viti Levu, 40MW in the Nadarivatu Hydro Scheme, and about 94MW of diesel capacity in 12 stations on the three main islands. Of the diesel capacity 77MW is on Viti Levu which has been supplementing the Monasavu hydro scheme for the Viti Levu Interconnected System (VLIS) which has been reaching maximum demand of 132MW. Transmission is provided by 140km of 132kV lines (connecting Wailoa Power Station to the East and West coasts) and about 266km of 33kV lines. Power distribution is by means of more than 5,000km of 11kV and 415/240V lines.

## **2. Project Overview**

### **Project Drivers**

EFL has embarked upon an ambitious program of development in order to fulfil its strategic objectives. These include development of new generating and power system projects as well as improving reliability and capacity-building for future load growth. The EFL plans to almost double the generation capacity of Fiji over the next five years in order to meet continuing demand growth and intends that this additional capacity will be provided by renewable or at least non-polluting resources.

In order to supplement and facilitate the Capital Developments, EFL requires a spacious and functionally setup head office. The current head office situated at 2 Marlow Street, Suva, has gradually been filled to capacity and more office space, customer and visitor greeting areas and meeting rooms are needed.

---

In light of the above, EFL wishes to carry out an independent review of the current head office set up and calls for Expressions of Interests from registered and reputable Architectural firms or consortiums for review, design and documentation of the head-office extension.

### **3. Objective**

The objective of this Expression of Interest (EOI) is to identify a suitable Architect/Architectural firm to design, cost, develop bills of quantity and provide consultancy services during the construction.

### **4. Scope of Services**

The scope of works for the Architect will include but not limited to the following:

#### **4.1 Design and Planning**

- I. Provide all the required preliminary and final architectural/structural designs and plans for the extension of building.
- II. Provide site layout design taking into account the features of the designated location and access.
- III. Provide measurements and dimension information to support project execution
- IV. Provide a complete Scope of works for the construction of the extension of building.
- V. Provide a complete Bills of Quantities for the complete construction scope associated with the extension of the Building.
- VI. Provide an indicative schedule and implementation plan with milestones for the construction.
- VII. Facilitate timely completion of all contractual agreements for the assigned project including specifications.

All designs should take into account features applicable for green building such as energy conservation, use of natural light, access for disabled etc. in line with relevant Fiji Building codes and standards. This is a mandatory requirement.

#### **4.2 Execution**

- I. The Architect will have the responsibility of ensuring the contractor carries out the work as planned, designed and in accordance with relevant codes, standards and practices.
- II. The architect will provide construction management oversight throughout the duration of the project and report to the EFL Management.
- III. Carry out measurement of works completed and agreed by contractor in accordance with the contract.
- IV. Supporting the payment certification process through the timely provision of information relating to works completed, when required by the project team.
- V. Monitor and ensure that the project is being implemented in accordance with the plans, on schedule and budget.
- VI. Report any concerns relating to health and safety during the execution of the project.
- VII. Verify samples and approve before construction.

### **5. Deliverables and Milestones**

Unless otherwise stated the appointed Architect will report to the EFL General Manger Special Project (GMSP) and Project Team throughout lifecycle of the project, including providing relevant updates where required. The Key deliverables are outlined below:

Technical Proposal:

- I. Completed architectural and structural drawings and associated materials for the extension of Building.

- II. Site Layout drawings
- III. Production of Scope of Works for all construction works, with associated measurements and dimensions.
- IV. Bill of Quantities for the works and Bills of Materials.
- V. Cost estimate and indicative construction schedule/Gantt chart for all construction works.
- VI. Complete set of tender and associated documents.
- VII. Relevant approvals and certificates.
- VIII. Reports/deliverables required from the Architect/Architectural firm:
  - a. Monthly Progressive report.
  - b. Timely and qualitative completion through effective project management consultancy services.
  - c. Reports as and when required with regard to the consultancy.

## **6.0 Prequalification Requirement**

Interest and competent contractors wishing to carry out the above works must submit the following documents with the EOI.

Mandatory (Without which companies will be disqualified)

- I. Evidence of registration with the Fiji Association of Architects (FAA).
- II. Valid 2021 Registration Certificate from Fiji Association of Architects.
- III. VAT Registration Certificate
- IV. Fiji Business Registration
- V. FNU Compliance
- VI. FNPf Compliance
- VII. Comprehensive Company profile.
- VIII. Proposed Management team, Organizational chart with CV's of key personnel to be deployed on the project.
- IX. Evidence of similar successfully executed projects within the last 5 years.
- X. List of equipment to be deployed for the project.
- XI. Proposed method statement for the execution of the project.
- XII. Health safety and Environment policy.
- XIII. Quality assurance policy.

### **Evaluation Criteria**

All applicants shall be evaluated in accordance with the following criteria;

- a. Preliminary – The Company should be registered in Fiji Association of Architects (FAA) for at least 5 years with adequate experienced staff and financial capacity to cover the cost of project;
  - i. Have at least 1 Architect, 2 Civil Engineers, 2 Mechanical Engineers and 2 Electrical Engineers working full time with adequate an administrative team.
  - ii. Own equipment to implement the job.
- b. Technical Expertise; Assessed basing on approach and methodology presented in the Technical Proposal.

Only eligible and qualified applicants based on the above shall be invited to participate in the bidding/tender process.

---

## 7.0 TENDER SUBMISSION CHECK LIST

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

Tender Number \_\_\_\_\_

Tender Name \_\_\_\_\_

1. Full Company 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)**

i) Company Registration Number: \_\_\_\_\_

**(Attach copy of the Business License)**

j) FNPF Employer Registration Number: \_\_\_\_\_

**(For Local Bidders only)**

□ Contact Person: \_\_\_\_\_

I declare that all the above information is Correct. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## **Submission of Tender**

**Two (2) hard copies** of the EOI 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 (Fiji) Time on 12th May 2021.**

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

**EOI 01/2021-Expression of Interest for Architectural Services for EFL Head-Office Extension**

**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.

- Facsimile submissions will not be accepted.
- Late submissions will not be accepted
- All submissions shall be in the English language.
- Electronic copies will be accepted if the hardcopy is received prior to closing date.
- All proposals shall be in a single bound hard copy with one soft copy on CD.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9992400**.

**Bidders are requested to submit a:**

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



## 8. Insurance

Certificates of insurance including any Professional Indemnity Insurance cover are to be submitted.

## 9. Additional Information to tenderers

### *EFL Civil Engineer*

*Mr Shavneel Sachin Deo  
Civil Engineer – Special Projects  
Head Office  
Suva.  
PH Contact: 9983096*

### **Costs**

All costs of preparing the submission shall be borne by the tenderer.

### **Enquiries**

All enquiries shall be directed to:

Mr. Jitendra Reddy  
Manager Inventory, Procurement & Supply Chain  
2 Marlow Street, Suva,  
Fiji.  
Phone: +679 3224 360/9992400  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

EFL will respond to any request for clarification which it receives within 5 working days prior to the deadline for submission of bids.

### **Site Visit**

It is mandatory for bidder to attend the site visit. Proof of attendance will be registered during site visit, failing which the EOI is liable for rejection. Site has been arranged as follows:

**Date:** 21<sup>st</sup> April 2021  
**Time:** 11.00am  
**Location:** 2 Marlow Street, Suva.  
**Contact Person:** Shifaan Ali – Manager Properties (999 2401)  
: Shavneel Sachin Deo (998 3096)

## Submission of Tender

**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. EFL will not clear any bids received at the Post Office via registered mail.**

**This tender closes at 4:00 p.m. (16.00hrs Fiji time) on Wednesday 12<sup>th</sup> May, 2021.**

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

**EOI 01/2021**

**Expression of Interest for Architectural Services for Extension of Energy Fiji Limited Head Office, Suva**

The Secretary, Tender Committee  
Energy Fiji Limited  
Supply Chain Office  
2 Marlow Street  
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) 9992400.

**Bidders are requested to submit a:**

- Valid Tax Compliance Certificate
- FNPf Compliance Certificate
- FNU Compliance Certificate

The Tender Bids particularly the "Price" must be typed and not hand written.

**(Tender Submission via email or fax will not be accepted)**