



# **Contractor Requirements**

**For Existing and Prospective Contractors to undertake;**

- 1. Overhead Power Line Construction**
- 2. Underground Cabling Construction**
- 3. Vegetation Management Works**

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## 1.0 Overhead Power Line Construction

### 1.1. GENERAL

General Below is a list of minimum requirements for overhead power line construction contractors:

- 1) **Bid** – Contractor shall submit a firm bid clearly listing unit costs for all items required. Vegetation clearing and Transportation costs shall be submitted as a lump sum.
- 2) **Site Visit** – Contractor shall participate in a site visit (date, time and location as advised by EFL) which is compulsory. Bids from companies who do not participate in the site visit shall be disqualified. Site visits outside the date/time/location specified by EFL will not be entertained.
- 3) **Standards** – All construction work shall be in compliance with EFL Standard Overhead Line Design & Construction Manual. If any instances occur whereby the requirements of this Manual cannot be complied with or where it is desired for a specific reason to depart from them, written permission must first be obtained from the EFL Manager Distribution
- 4) **Materials** – To ensure quality control, all material for the project shall be supplied by EFL. Non-technical items may be supplied by the contractor only if it is specifically stated in the bid document.
- 5) **Safety Record** –bid shall include a brief report on safety performance over the last two years. The report shall include all incidents and accidents.
- 6) **First Aid** – each team on the jobsite must have a full First Aid Kit.
- 7) **Sub-contracting** – Subcontracting shall not be permitted, except where it is specifically stated by the contractor, and only upon approval by EFL. Subcontractors shall be required to fulfil all requirements as if they were the contractor.
- 8) **Scope of works** - Work involved in this contract is broadly classified into the following six phases, and progress payments shall be processed accordingly.
  - i) Vegetation Clearing;
  - ii) Transportation of material to worksite;
  - iii) Pole dressing and installation, including stays (scarfing – if specified in bid document);
  - iv) Stringing of conductors;
  - v) Installation of transformers, earthing, etc;
- 9) **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.

- 10) **Work Program** - Contractor shall submit a work program before start of project. This shall be part of the contract. Work shall commence within seven (7) days after receiving an official EFL Purchase Order.
- 11) **Ground condition** – Contractors are to note that sub-soil comprises soapstone and could contain other services such as Telecommunication, Water & Sewerage, etc.
- 12) **Electric Power Lineman/ Line Mechanic/ Line Worker** – Contractor shall ensure that the Construction Team comprises a minimum of three personnel, at least one of whom shall be a certified Electric Power Lineman/ Line Mechanic/ Line Worker. The remaining team members shall comprise of registered Trainee Line Workers/ Trainee Linemen/ Trainee Line Mechanic working on the project on a full time basis. Records of these personnel shall be submitted with the bid.
- 13) **Invoicing** – Contractor shall submit details of work completed to allow prompt approval of invoice.
- 14) **Safety Induction** - A Safety induction must be conducted before start of power line construction work.
- 15) **Instruction to Commence Work** - Contractor shall NOT commence work on site unless an “Instruction to Commence Work” has been received from the Project Manager.
- 16) **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 style="text-align: center;"><b>DANGER</b></p> <p><b>PROJECT: POWERLINE CONSTRUCTION – [Description of project]</b></p> <p>Driver please reduce speed.</p> <p>Pedestrians please use other footpath/side of road</p> <p><b>CONTRACTOR:</b> .....</p> <p>Emergency phone contact: _____</p>
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The above must be facing traffic entering into the work area.

The reverse face of the signage must state “Work Ends. Thank You”.

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

- 18) **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.
- 19) **Weekly Reports** – The Contractor shall submit weekly updates on the status of the project to the Project Manager, Project Engineer, Project Supervisor and the General Manager Network.
- 20) **Vegetation clearing** – Vegetation clearing shall be in accordance with EFL Vegetation Management Policy. Vegetation, which at a mature height will exceed 2m in height, must be removed. Vegetation within falling distance from the EFL lines must be removed. Vegetation debris shall be disposed of neatly at a location agreed to by EFL. No debris shall be left by the roadside or blocking drains under any condition. Any debris not cleared promptly will be cleared from the site by EFL (or designated agent) at the expense of the contractor.
- 21) **Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
- 22) **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.
- 23) **Fires** – No fires are to be lit at jobsites for the purpose of clearing vegetation or vegetation debris.
- 24) **Village Protocols** – the contractor shall comply with protocols involved in working on land owned by Indigenous Fijians to ensure smooth work progress.
- 25) **Transportation of material** – The Contractor shall transport all materials from the EFL Depot (exact depot dependent on project location) to worksite, EXCEPT concrete poles, which may be picked up from Humes Depot, or otherwise as specified by EFL.
- 26) **Security** - Contractor shall be responsible for the safekeeping of all materials at work site, and will be required to pay for damage and/or loss.
- 27) **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.
- 28) **Portable signboards** - Portable signboards must be placed as per the EFL Safety Manual along the roads, and must meet minimum FRA requirements.
- 29) **Traffic and Pedestrian Management** – 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. Traffic and pedestrian management shall, as a minimum, meet Fiji Roads Authority standards.

- 30) **Worksite protection** - Bollards/cone must be placed at intervals not exceeding 10m. At critical locations the interval distances shall be reduced to 5m or lower (e.g. 1m) depending on the risks.
- 31) **Barricades** - Open trench/pole-hole is to be barricaded on a full time basis by the Contractor.
- 32) **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.
- 33) **Credit of surplus material** – The contractor shall transport and credit all unused materials to the designated EFL Stores promptly after the completion of each job. Note that the award of new projects may be put on hold until material verification has been completed.
- 34) **Defects Rectification** – The contractor shall rectify all defects within seven (7) days as per the contract.
- 35) **Project completion** – The contractor shall complete work on time as per the contract.
- 36) **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/company/new contractor to complete the works at the Contractor's risk and expense.
- 37) **Insurance** – The Contractor will be required to possess valid insurance policies as shown below :

Policy type	Value
Public Liability	\$500,000
Contractors All Risk	\$500,000

### **Accident Compensation Insurance**

It is understood that under the **Accident Compensation Act 2017** it is a **no fault based system** and as such these are the maximum amounts payable by the Accident Compensation Commission of Fiji (**ACCF**) for **personal injuries** and **death arising out from Motor Vehicle Accidents** are as follows:-

- Permanent Partial incapacity FJ\$75,000;
- Permanent Total Incapacity FJ\$150,000;
- Any other cases (other than the above) FJ\$75,000;
- Deaths FJ\$75,000.

It would be prudent that the Contractor have in place safe working and driving mechanisms to equip their employees with survival skills so as to avoid Personal Injuries at work or Motor Vehicle Accidents for that matter.

### **Comprehensive General Liability Insurance**

Comprehensive general liability insurance, covering Contractor, its employees and Third Party for all of Contractor's operations hereunder, including all activities at the Work Site, including, but not limited to, bodily injury, property damage, premises operations, elevators, products, completed operations and blanket contractual coverage with limits of not less than FJD\$500,000.00 combined single limit.

### **Automobile Liability**

Coverage for claims for bodily injury, including death, and property damage by any person, arising from the use of any automobile while engaged in the performance of Work hereunder, will be purchased locally in accordance with local statutory requirements.

### **Professional Indemnity ('PI') Insurance Cover**

For the contracts with the various monetary amounts listed below signed with EFL, the Contractor is required to obtain their PI covers (as applicable to them for the contract amount) which are as follows:-

- For EFL Contracts up to FJD\$100K – **\$250,000 PI Cover** is required;
- For EFL Contracts > FJD\$100K up to \$500K – **\$1.5M PI Cover** is required;
- For EFL Contracts > \$500K up to \$1M – **\$2.5M PI Cover** is required; and
- For any EFL Contracts above \$1M and up to \$2M - **\$5M PI Cover** is required.

38) **OHS Compliance** - To provide/submit evidence of OHS compliance from the Ministry of Labour

39) **Personal Protective Equipment** – Submit a list of personal protective equipment (PPE) available with the contractor.

40) **HSE Requirements** – The contractor's bid shall include all requirements from the EFL HSE Contractor Safety Management System. These will be evaluated by the EFL's HSE Unit. Bids with incomplete, unacceptable, or without the HSE requirements will not be considered for award. The Contractor must submit the following with their bid :

- i) **Contractor HSE Specification** – it contains 10 clauses which contains the overall HSE requirements and the contractor needs to agree to this.
- ii) **Contractor HSE Plan** (Document HSE41C04) – The contractor shall fill in each part of the Plan.
- iii) The Contractor will list down all the plants and equipment to be used in the **Plant & Equipment Register** as well as chemicals in the **Chemical register**.
- iv) The **JSA & Risk Assessment** form will require the contractor to identify hazards which may not have been adequately addressed in EFL's existing procedures and outline proposed controls.

41) **Invoicing for Payment** – the contractor shall submit invoices of appropriate value for payment. The invoice shall be accompanied by a copy of the latest project status report from the Contractor. Payment shall not be processed unless the invoice is submitted together with the Contractor's Project Status Report.

## 1.2. Training Requirements for Overhead Power Line Construction Contractors

Line Worker training is provided by EFL. This training is in three stages and involves active hands-on training by the trainee as well as classroom theory. The trainee will be required to maintain a log book detailing his/her hands-on training, which will be vetted by the EFL Training Officers to determine progress of the trainee.

At the completion of each stage of the training (minimum one year per stage, depending on competency assessments by the EFL Training Officers), the trainee will proceed to the next stage.

Upon successful completion of Stage 3 of the Line Worker training, the trainee will be issued with a Line Worker Certificate, which allows the recipient to fulfill the requirement to lead an Overhead Power Line Construction Team.

All personnel engaged in overhead power line construction work must undergo the following mandatory training at the expense of their employer :

- EFL Safety Manual Training/Refresher – 6 monthly
- Pole Access Authorisation/Refresher – 6 monthly
- EFL Distribution Safe Work Procedure Training/Refresher – Annual

The Contractor shall ensure his/her employees have attended EFL Safety Manual Training and Pole Top Rescue Training at least once in the past 6 months, 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 within 2 weeks from issue of award letter.



### 1.3. Overhead Distribution Powerline Contractors Checklist

No.	Item	Minimum Requirement	Check
1	Certified Electric Power Lineman/Line Worker/Line Mechanic	1	
2	Trainee Line Worker	4 <sup>(1)</sup>	
3	Crane	1 <sup>(2)</sup>	
4	Digger (optional)	1 <sup>(2)</sup>	
5	Certified Chainsaw Operator complete with appropriate PPE	1 <sup>(3)</sup>	
6	Extension Ladders	2	
7	Chain Hoist	2	
8	Come-Along	2	
9	Drum Stand	1	
10	Hand Tools (spanner, pliers, hacksaw, hammer, drill, etc)	1 set	
11	Safety Harness, Lanyard, Anchor Strap, Pole Strap, Handline	1 per employee	
12	Personal Protective Equipment (Safety Helmet, Safety Glasses, Overall, Safety Boot, Riggers Glove, Reflective Hi-visibility Vest)	1 set per employee	
13	Traffic Management Signage and Equipment	To meet FRA Standards	

#### **Notes :**

- 1) An Overhead Power Line Construction Team must comprise of a minimum of five personnel, at least one of whom MUST be a certified Electric Power Lineman/Line Mechanic/Line Worker. The remaining 4 must be registered Trainee Line Workers as a minimum. If the contractor has more than one certified Electric Power Lineman/Line Mechanic/Line Worker, then he may employ lesser Trainees as long as the number in the team does not go below five. The Contractor may choose to have more trainees.
- 2) The contractor may not necessarily own a crane or digger, but must be able to readily procure such services, and must provide evidence of his supplier.

## 2.0 Underground Power Line Construction

### 2.1. GENERAL

General Below is a list of minimum requirements for underground cable construction contractors:

- 1) **Bid** – Contractor shall submit a firm bid clearly listing unit costs for all items required.
- 2) **Site Visit** – Contractor shall participate in a site visit (date, time and location as advised by EFL) which is compulsory. Bids from companies who do not participate in the site visit shall be disqualified. Site visits outside the date/time/location specified by EFL will not be entertained.
- 3) **Standards** – All construction work shall be in compliance with EFL Standard Overhead Line Design & Construction Manual. If any instances occur whereby the requirements of this Manual cannot be complied with or where it is desired for a specific reason to depart from them, written permission must first be obtained from the EFL Manager Distribution
- 4) **Materials** – To ensure quality control, all material for the project shall be supplied by EFL. Non-technical items may be supplied by the contractor only if it is specifically stated in the bid document.
- 5) **Safety Record** –bid shall include a brief report on safety performance over the last two years. The report shall include all incidents and accidents.
- 6) **First Aid** – each team on the jobsite must have a full First Aid Kit.
- 7) **Sub-contracting** – Subcontracting shall not be permitted, except where it is specifically stated by the contractor, and only upon approval by EFL. Subcontractors shall be required to fulfil all requirements as if they were the contractor.
- 8) **Scope of works** - Work involved in this contract is broadly classified into the following three phases, and progress payments shall be processed accordingly.
  - i) Cable Transportation
  - ii) Laying of Cable
  - iii) Trenching for HV Joint Pit;
- 9) **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.
- 10) **Work Program** - Contractor shall submit a work program before start of project. This shall be part of the contract. Work shall commence within seven (7) days after receiving an official EFL Purchase Order.
- 11) **Ground condition** – Contractors are to note that sub-soil comprises soapstone and could contain other services such as Telecommunication, Water & Sewerage, etc.

- 12) **Invoicing** – Contractor shall submit details of work completed to allow prompt approval of invoice.
- 13) **Safety Induction** - A Safety induction must be conducted before start of power line construction work.
- 14) **Instruction to Commence Work** - Contractor shall NOT commence work on site unless an “Instruction to Commence Work” has been received from the Project Manager.
- 15) **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><b>DANGER</b></p>  <p><b>PROJECT: UNDERGROUND CABLING CONSTRUCTION – [Description of project]</b></p> <p>Driver please reduce speed.</p> <p>Pedestrians please use other footpath/side of road</p> <p><b>CONTRACTOR:</b> .....</p> <p>Emergency phone contact: _____</p>
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The above must be facing traffic entering into the work area.

The reverse face of the signage must state “Work Ends. Thank You”.

- 16) **Accident Reporting** – All accidents and incidents shall be reported immediately to EFL using approved forms available in the EFL Safety Plan Template, or equivalent.
- 17) **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.
- 18) **Weekly Reports** – The Contractor shall submit weekly updates on the status of the project to the Project Manager, Project Engineer, Project Supervisor and the General Manager Network.
- 19) **Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
- 20) **Fires** – No fires are to be lit at jobsites for the purpose of clearing vegetation or vegetation debris.
- 21) **Village Protocols** – the contractor shall comply with protocols involved in working on land owned by Indigenous Fijians to ensure smooth work progress.

- 22) **Transportation of material** – The Contractor shall transport all materials from Labasa Stores to work site, EXCEPT concrete poles, which may be picked up from Humes Depot. Sand shall be available from EFL Labasa Depot unless a site is available for sand offloading near to worksite.
- 23) **Security** - Contractor shall be responsible for the safekeeping of all materials at work site, and will be required to pay for damage and/or loss.
- 24) **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.
- 25) **Portable signboards** - Portable signboards must be placed as per the EFL Safety Manual along the roads, and must meet minimum FRA requirements.
- 26) **Traffic and Pedestrian Management** – 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. Traffic and pedestrian management shall, as a minimum, meet Fiji Roads Authority standards.
- 27) **Worksite protection** - Bollards/cone must be placed at intervals not exceeding 10m. At critical locations the interval distances shall be reduced to 5m or lower (e.g. 1m) depending on the risks.
- 28) **Barricades** - Open trench/pole-hole is to be barricaded on a full time basis by the Contractor.
- 29) **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.
- 30) **Credit of surplus material** – The contractor shall transport and credit all unused materials to the designated EFL Stores promptly after the completion of each job. Note that the award of new projects may be put on hold until material verification has been completed.
- 31) **Defects Rectification** – The contractor shall rectify all defects within seven (7) days as per the contract.
- 32) **Project completion** – The contractor shall complete work on time as per the contract.
- 33) **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/company/new contractor to complete the works at the Contractor’s risk and expense.
- 34) **Insurance** – The Contractor will be required to possess valid insurance policies as shown below :

Policy type	Value
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Public Liability	\$500,000
Contractors All Risk	\$500,000

#### Accident Compensation Insurance

It is understood that under the **Accident Compensation Act 2017** it is a **no fault based system** and as such these are the maximum amounts payable by the Accident Compensation Commission of Fiji (ACCF) for **personal injuries** and **death arising out from Motor Vehicle Accidents** are as follows:-

- Permanent Partial incapacity FJ\$75,000;
- Permanent Total Incapacity FJ\$150,000;
- Any other cases (other than the above) FJ\$75,000;
- Deaths FJ\$75,000.

It would be prudent that the Contractor have in place safe working and driving mechanisms to equip their employees with survival skills so as to avoid Personal Injuries at work or Motor Vehicle Accidents for that matter.

#### Comprehensive General Liability Insurance

Comprehensive general liability insurance, covering Contractor, its employees and Third Party for all of Contractor's operations hereunder, including all activities at the Work Site, including, but not limited to, bodily injury, property damage, premises operations, elevators, products, completed operations and blanket contractual coverage with limits of not less than FJD\$500,000.00 combined single limit.

#### Automobile Liability

Coverage for claims for bodily injury, including death, and property damage by any person, arising from the use of any automobile while engaged in the performance of Work hereunder, will be purchased locally in accordance with local statutory requirements.

#### Professional Indemnity ('PI') Insurance Cover

For the contracts with the various monetary amounts listed below signed with EFL, the Contractor is required to obtain their PI covers (as applicable to them for the contract amount) which are as follows:-

- For EFL Contracts up to FJD\$100K – **\$250,000 PI Cover** is required;
- For EFL Contracts > FJD\$100K up to \$500K – **\$1.5M PI Cover** is required;
- For EFL Contracts > \$500K up to \$1M – **\$2.5M PI Cover** is required; and
- For any EFL Contracts above \$1M and up to \$2M - **\$5M PI Cover** is required.

35) **OHS Compliance** - To provide/submit evidence of OHS compliance from the Ministry of Labour

- 36) **Personal Protective Equipment** – Submit a list of personal protective equipment (PPE) available with the contractor.
- 37) **HSE Requirements** – The contractor's bid shall include all requirements from the EFL HSE Contractor Safety Management System. These will be evaluated by the EFL's HSE Unit. Bids with incomplete, unacceptable, or without the HSE requirements will not be considered for award. The Contractor must submit the following with their bid :
- i) **Contractor HSE Specification** – it contains 10 clauses which contains the overall HSE requirements and the contractor needs to agree to this.
  - ii) **Contractor HSE Plan** (Document HSE41C04) – The contractor shall fill in each part of the Plan.
  - iii) The Contractor will list down all the plants and equipment to be used in the **Plant & Equipment Register** as well as chemicals in the **Chemical register**.
  - iv) The **JSA & Risk Assessment** form will require the contractor to identify hazards which may not have been adequately addressed in EFL's existing procedures and outline proposed controls.
- 38) **Invoicing for Payment** – the contractor shall submit invoices of appropriate value for payment. The invoice shall be accompanied by a copy of the latest project status report from the Contractor. Payment shall not be processed unless the invoice is submitted together with the Contractor's Project Status Report.

## 2.2. Training Requirements for Underground Power Line Construction Contractors

All personnel engaged in underground power line construction work must undergo the following mandatory training at the expense of their employer:

- EFL Safety Manual Training/Refresher – 6 monthly
- EFL Distribution Safe Work Procedure Training/Refresher – Annual

The Contractor shall ensure his/her employees have attended EFL Safety Manual Training and at least once in the past 6 months, 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 this training is carried out within 2 weeks of issue of award letter.

### 2.3. Underground Distribution Powerline Construction Contractors Checklist

No.	Item	Minimum Requirement	Check
1	Certified Cable Joiner	1 <sup>(1)</sup>	
2	Digger (optional)	1 <sup>(2)</sup>	
3	Concrete cutter	1 <sup>(2)</sup>	
4	Jack-hammer	1 <sup>(2)</sup>	
5	Cable Drum Stand	1	
6	Spades, fork, crow-bars	1 set per employee	
7	Barrier Mesh	as required by project	
8	Personal Protective Equipment (Safety Helmet, Safety Glasses, Overall, Safety Boot, Leather Glove, Reflective Hi-visibility Vest)	1 set per employee	
9	Traffic Management Signage and Equipment	To meet FRA Standards	

**Notes :**

- 1) Where specified in the tender document, the contractor must submit the name of a cable joiner who shall be part of the construction team.
- 2) The contractor may not necessarily own a digger, concrete cutter, Jack hammer but must be able to readily procure such services, and must provide evidence of his supplier.



### 3. Vegetation Management Contractors

#### 3.1 GENERAL

General Below is a list of minimum requirements for vegetation management contractors:

1. **Tender Bid** – Contractor shall submit a firm bid clearly indicating a lump sum VIP price.
2. **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.
3. **Standards** – All vegetation management work shall be in compliance with EFL Vegetation Management Policy and approved FRA Traffic management plan and prerequisites.
4. **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 vegetation is not disposed of promptly, EFL shall organize alternative contractors to dispose the same and the cost shall be deducted from the contract sum. The contractor is to look for the disposal place – EFL shall not provide or liaise on behalf of the contractor for disposal of the debris.***
5. **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.
6. **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.
7. **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.
8. **Scope of works** - Work involved in this contract is broadly classified into two phases, and payments shall be processed accordingly.
  - i Vegetation Clearing
  - ii Disposal of vegetation debris
9. **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.
10. **Work Program** - Contractor shall submit a work programme before starting of project. This shall be part of the contract. Work shall commence within thirty (30) days after receiving an official EFL Local Purchase Order.

11. **Training** – Contractor shall ensure his employees have attended training on the following within the past 6 months:
- EFL Safety Manual Training
  - EFL Vegetation Management Policy,
- 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 **PRIOR** to induction for new project and a payment confirmation (EFL receipt) and email confirmation of training dates from EFL training team must be attached.
12. **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. At least either 1 or the 4 Chainsaw operators shall poses an Advance Level Certificate.
13. **Invoicing** – Contractor shall submit report of work completed (preferably with photos of work done clearly indicating 15m clearing from EFL pole along with evidence of pole base spraying) to allow prompt approval of invoice.
14. **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.***
15. **Instruction to Commence Work** - Contractor shall NOT commence work on site unless an “Instruction to Commence Work” has been received from the Project Manager.
16. **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 style="text-align: center;"><b>DANGER</b></p> <p><b>PROJECT: VEGETATION MANAGEMENT– Location Name, Feeder</b></p> <p><b>CONTRACTOR: .....</b></p> <p><b>VEGETATION MANAGEMENT WORK.</b></p> <p><b>Driver please reduces speed.</b> <b>Pedestrians please use other footpath/side of road</b></p> <p><b>THANKS</b></p>
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All other Cones and Signboards must be placed at appropriate locations as per FRA requirements.

17. **Accident Reporting** – All accidents and incidents shall be reported immediately to EFL using approved forms available in the EFL Safety Plan Template, or equivalent.
18. **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.
19. **Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
20. **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. The EFL Contractor may also act as an agent in obtaining formal written consent for vegetation removal from private property. The VM Consent book will be issued to the contractor by the EFL Supervisor and the contractor shall return the book copy of the issued notice back to the EFL supervisor.
21. **Notice for Vegetation Clearing** – EFL's representative shall serve a Vegetation Management Notice to each property owner, **3 clear days before** any cutting can be carried out where the consent for vegetation clearing is not forthcoming. The contractor shall bring to EFL's attention if any property owner is not allowing vegetation clearing for EFL to resolve the issue.
22. **Issues/ Disputes arising out of removing vegetation without 3 days' clear notice** – The Contractor shall ensure that there is no violation of the above item "t) Consent for Vegetation Clearing" and "u) Notice for Vegetation Clearing" in relation to public or private properties and property occupants. The Contractor shall resolve and make good to the satisfaction to the owner any issue, dispute or damage caused by the contractor at their cost within 48 hours of being informed of the issue, dispute or damage.
23. **Fires** – No fires are to be lit at jobsites for the purpose of clearing vegetation or vegetation debris.
24. **Village Protocols** – the contractor shall comply with protocols involved in working on land owned by Indigenous Fijians to ensure smooth work progress.
25. **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 cost within 48 hours of the incident or damage.

26. **Portable signboards** - Portable signboards must be placed at intervals as per FRA requirements.
27. **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.
28. **Worksite protection** - Bollards/cone must be placed at intervals as per FRA requirements. Where FRA does not specify such requirements, then the interval period shall be taken to be 10m.
29. **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.
30. **Contractor HSE Compliance** - Contractor shall comply with EFL/Contractor HSE Manual at all times.
31. **Defects Rectification** – The contractor shall rectify all defects within seven (7) days as per contract.
32. **Project completion** – The contractor shall complete work on time as per contract.
33. **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.
34. **EFL/Contractor HSE Manual** - Contractor shall comply with EFL/Contractor HSE Manual at all times.
35. **Departure from tender specification** – the contractor shall specifically state any departures from the EFL tender specifications. Note that departures will result in the tender bid being disqualified.
36. **Bamboo Plant and African Tulip Tree Removal from Root-** all locations within the Feeder where there are Bamboo Plants and African Tulip Trees growing within 30 meters (value will differ in tender for specific area) of EFL lines MUST be removed entirely and eliminated from the root to ensure regrowth does not occur. Use of excavators for such exercises are required. Excavated locations must be backfilled and made good to the satisfaction of the

land owner (Vatava Grass must be planted in areas that are and/or may be susceptible to soil erosion). These locations must be noted prior to tender bid and no variations will be entertained post tender award. No claim will be processed until these locations are confirmed clear by the Contract Manager. Any deviation from this clause will be grounds for contract termination.

37. **Forest Reserves-** if there are locations which are deemed reserves by the Forestry Department then the protected vegetation must not be removed, however, other vegetation in these locations such as Bamboos and African Tulip Trees etc. must be removed.
38. **Unplanned Outages due to Vegetation** –any unplanned outages or extension of planned shutdown duration relative to improper contractor VM will be charged to contractor. Improper VM is defined as damaging EFL assets during VM works or inability to promptly remove offending vegetation within a month of issue of LPO and causing unplanned outages.
39. **Work Plans** – any works that require a shutdown or a VM Permit will require a work plan and this must be picked up and discussed with the EFL supervisor (Operations and Maintenance Engineer) a week prior to the planned works to allow contractor site visits and resource allocation.
40. **Violation and Liability** – any violations relative to Law, Forestry Department requirements and regulations, Occupational Health and Safety requirements and Labour Department requirements will not be accepted and the contractor will be liable for penalties and consequences.
41. **African Tulip Tree Fences** -Often landowners use African Tulip Trees as fence posts, however, these still will need to be removed as stated in “jjj)” above. Once removed, the fence will require reinstatement to the satisfaction of the land owner with materials other than African Tulip trees and other organic products which have potential for re-growth. Pine Posts may be utilised in fence reinstatement.
42. **Formal Warning** - a formal warning will be issued if;
  1. Undergrowth has breached 5m radius of the EFL line.
  2. Creepers are not cleared and EFL personnel are engaged to clear creepers then contractor shall be invoiced total cost incurred for EFL team to clear creepers and a formal warning will be given to the contractor.
  3. Inadequate personnel turn up to carry out VM with respect to outage area
  4. Personnel from the list provided do not turn up.

Upon issue of 3 warning letters contractor shall be terminated and blacklisted for a minimum of 2 years.

43. **Penalty** – any cancellation of planned power shutdown by the contractor will incur a penalty of \$2000 as lost opportunity.

44. **Planned Power Shutdown Cancellation by EFL** – Any planned power shutdown cancellation by EFL will be offset against any absence by Contractor for a scheduled shutdown.

### 3.2 TRAINING requirements for Vegetation Management Contractors

All personnel engaged in underground power line construction work must undergo the following mandatory training at the expense of their employer :

- EFL Safety Manual Training/Refresher – 6 monthly
- EFL Vegetation Management Policy – Within 6 months
- EFL Distribution Safe Work Procedure Training/Refresher – Annual

The Contractor shall ensure his/her employees have attended EFL Safety Manual Training and at least once in the past 6 months, 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 this training is carried out within 2 weeks of issue of award letter.

### 3.3 Vegetation Management Contractors Checklist

No.	Item	Minimum Requirement	Check
1	Certified Chainsaw Operators Operator complete with appropriate PPE	4  (1 should be Advance Level Certified by Department of Forest)	
2	VM authorized personnel (VM card holders )	22 <sup>(1)</sup>	
3	Cherry Picker (Optional – can be hired)	1 <sup>(2)</sup>	
4	Digger (Optional)	1 <sup>(2)</sup>	
5	Hand Tools (spanner, pliers, hacksaw, hammer, drill, etc)	1 set	

6	Safety Harness, Lanyard, Anchor Strap, Pole Strap, Hand line	1 per employee	
7	Chainsaw with accessories	4	
8	Cane Knife	22	
9	Personal Protective Equipment (Safety Helmet, Safety Glasses, Overall, Safety Boot, Riggers Glove, Reflective Hi-visibility Vest)	1 set per employee	
10	Traffic Management Signage and Equipment	To meet FRA Standards	

Notes :

- 1) Where specified in the tender document, the contractor must submit the name of a chainsaw operator and VM card holders who shall be part of the vegetation management team.
- 2) The contractor may not necessarily own a digger, cherry picker etc. but must be able to readily procure such services, and must provide evidence of his supplier.