



MR 137/2025

**TOPOGRAPHY AND CADASTRAL SURVEY OF
EFL'S SEAQAQA SOLAR SITE UNDER ITLTB LEASE
FILE REFERENCE 4/9/44352**

ENERGY FIJI LIMITED

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REVISION HISTORY & DOCUMENT CONTROL

Rev No.	Notes	Prepared By	Reviewed & Approved By	Date of Issue
1	Issued for tender	Varaniseve Veitala	Krishneel Prasad	27/03/2025

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1 BACKGROUND

Energy Fiji Limited (“EFL”) is a limited liability company that was established under the Companies Act (2015), Laws of Fiji. It is supervised by a Board of Directors who are appointed by the shareholders.

The Executive Management team of EFL consists of the Chief Executive Officer, Deputy Chief Executive Officer, Chief Financial Officer, General Manager Human Resources, General Manager Generation, General Manager Network, General Manager Customer Services, General Manager System Planning and Control, General Manager Special Projects and Chief Information Officer.

EFL is primarily responsible for generation, transmission and distribution of electricity in Viti Levu, Vanua Levu, Ovalau and Tavueni in Fiji. It owns over twenty (20) power stations and twenty (20) substations and switching stations on the islands of Viti Levu, Vanua Levu, Taveuni and Ovalau. EFL owns, operates and maintains a network of 147km of 132kV transmission lines, 534.86km of 33kV lines and over 10,500km of 11kV and 415V distribution lines, as at 31st December 2022.

EFL seeks competitive tender bids from registered surveyors from prudent survey companies in Fiji to carry out Cadastral Survey for Ba Solar Site. The location of the site is as given in these specifications.

During evaluation of tender bids, EFL may invite a tenderer or tenderers for discussions, presentations and any necessary clarification before proceeding further.

The deadline to submit tender bids is 1600hrs on 16th April, 2025, Fiji Time.

Further information relating to this tender may be acquired from:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street, Suva, FIJI.
Phone: 679 3224 320
Facsimile: 679 331 6773
Email: jreddy@efl.com.fj

2 INSTRUCTIONS FOR TENDERERS

2.1 Eligible Tenderers

This invitation is open to Tenderers who have sound Financial Background and have previous experience in carrying out Topography and Cadastral Survey work.

Tenderers shall provide such evidence of their continued eligibility satisfactory to EFL as EFL shall reasonably request, using the forms provided in the Schedules. No part of the work shall be subcontracted.

Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practice.

2.2 Eligible Materials, Equipment, and Services

The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies and countries and all expenditures made under the Contract will be limited to such materials, equipment, and services. Tenderers shall be required to provide evidence of the origin of materials, equipment, and services in their bids.

For purposes of this Contract, "services" means the works and all project-related services including design services.

For purposes of this Contract, "origin" means the place where the materials and equipment are mined, grown, produced, or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing, or substantial or major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The services to be provided under the Contract shall not infringe or violate any industrial property or intellectual property rights or claim of any third party.

2.3 One Bid per Tenderer

Each Tenderer shall submit only one bid. A Tenderer who submits or participates in more than one bid will cause all those bids to be rejected.

2.4 Cost of Bidding

The Tenderer shall bear all costs associated with the preparation and submission of its bid and EFL will in no case be responsible or liable for those costs.

2.5 Site Visits

Site visit is required for this project. Bidders are to convene at the junction of Dradramea Circular Road and the main Seaqaqa-Labasa road at 10.00 am on 09/04/2025. Prospective bidders are expected to provide your own transport to and from the site.

All bidders must come in proper PPE for the site visit, safety or closed shoes are encouraged.

2.6 Contents of Bidding Documents

The Tenderer is expected to examine carefully the contents of this Bidding document. Failure to comply with the requirements of bid submission will be at the Tenderer's own risk. Bids that are not substantially responsive to the requirements of the bidding documents will be rejected.

2.7 Clarification of Bidding Documents

A prospective Tenderer requiring any clarification of the bidding documents may notify EFL in writing by email addressed to:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street, Suva, FIJI.
Phone: 679 3224 320
Facsimile: 679 331 6773
Email: jreddy@efl.com.fj

EFL will respond to any request for clarification which it receives earlier than five (5) days prior to the deadline for submission of bids.

2.8 Amendment of Bidding Document

At any time prior to the deadline for submission of bids, EFL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the bidding documents by issuing addenda.

2.9 Language of Bid

The bid, and all correspondence and documents related to the bid, exchanged between the Tenderer and the EFL shall be written in the English language.

2.10 Bid Prices

Unless specified otherwise, Tenderers shall quote for the entire facilities on a "single responsibility" basis such that the total bid price covers all the Supplier's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of the design, manufacture, including procurement and subcontracting (if any), testing and delivery.

Tenderers shall give a breakdown of the prices in the manner and detail called for in the Schedules of this bidding document, or any issued addenda.

2.11 Bid Currencies

Prices shall be quoted in a single currency only.

2.12 Bid Validity

Bids shall remain valid for **30 days** from the date of Deadline for Submission of Bids specified in Sub-Clause 2.15.

2.13 Format, Labelling, and Signing of Bids

The Tenderer shall submit an electronic copy of the Technical and Financial proposals on EFL's electronic tender hosting website, <https://www.tenderlink.com/efl>. **EFL will not accept any hardcopy submissions.**

The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by EFL, or as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the bid.

The bids shall:

- a) be addressed to EFL as follows:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street, Suva, FIJI.
Phone: 679 3224 320
Facsimile: 679 331 6773
Email: jreddy@efl.com.fj

And

- b) bear the following identification:

- Bid for: TOPOGRPAHY AND CADASTRAL SURVEY OF EFL'S SEAQAQA SOLAR SITE UNDER ITLTB LEASE FILE REFERENCE 4/9/44352
- Bid Tender Number: MR 17/3/2025
- DO NOT OPEN BEFORE: 1600hrs on 16/04/2025

2.14 Deadline for Submission of Bids

Bids must be received by EFL at the address specified above no later than 1600 hours (Fiji Time) on 16th April 2025.

EFL may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of EFL and the Tenderers previously subject to the original deadline will thereafter be subject to the deadlines extended.

2.15 Late Bids

Any bid received by EFL after the deadline for submission of bids prescribed above will be rejected and returned unopened to the Tenderer.

2.16 Modification and Withdrawal of Bids

The Tenderer may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by EFL prior to the deadline for submission of bids. The modification or withdrawal of Bids notice shall also be lodged in the EFL electronic tender hosting website listed above.

No bid may be modified by the Tenderer after the deadline for submission of bids.

2.17 Rejection of One or All Bids

EFL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the rejection.

2.18 Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process.

Any effort by a Tenderer to influence EFL's processing of bids or award decisions may result in the rejection of the Tenderer's bid.

Lowest bid will not necessarily be accepted as successful bid.

2.19 Clarification of Bids

To assist in the examination, evaluation and comparison of bids, EFL may, at its discretion, ask any Tenderer for clarification of its bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by EFL in the evaluation of the bids.

2.20 Compliance with Specifications

The tender shall be based on the equipment and work specified and shall be in accordance with the Technical Specification. It should be noted that unless departures from specifications are detailed in Schedules of the Technical Specification, the tender would be taken as conforming to the Specification in its entirety. The Tenderer shall tender for the whole of the Works included in the Specification.

2.21 Signature of Tenderer

A tender submitted by a Partnership shall be signed by one of the members of the Partnership and shall be accompanied by a certified authorization of all the partners authorizing the individual partner to sign on behalf of the Partnership. A tender submitted by a Corporation to the Contract shall be accompanied by a certified resolution of the Board of Directors authorizing the individual to sign on behalf of the Corporation.

2.22 Insurance

The Tenderer is to confirm that they have in effect the insurance policies below and provide copies of valid certificates with the bid:

1. Professional indemnity
2. Public and Products Liability Insurance

3 GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract shall be FIDIC Client/Consultant Model Services Agreement – Fifth Edition 2017 (White Book).

4 ADDITIONAL CLAUSES TO GENERAL CONDITIONS OF CONTRACT

EFL will provide support and documentation

5 SCOPE OF WORK

The scope of work includes the following for the site at the Seaqaqa Solar Site:

- a. Carry out information search.
- b. Obtain survey instructions from Itaukei Land Trust Board
- c. Carry out the cadastral survey - Pegging & demarcation of lease boundaries
- d. Carry out topographic Survey and submit topographic data
 - (1) Collect elevation data at regular intervals to create a detailed contour map of the leased land area.
 - (2) Identify and document the natural features, such as creeks, vegetation and rock outcrops that may impact the construction of solar panels.
 - (3) Generate comprehensive topographic survey report, maps, and digital datasets that can be used by engineers, designers and other stakeholders during the construction design phase.
- e. Obtain ITLTB's Vetting approval
- f. Obtain scheme plan approval from Department of Town & Country Planning
- g. Obtain sub divisional approval from the Department of Town & Country Planning
- h. Obtain rezoning approval the Department of Town & Country Planning and Completion Certificate from Labasa Town Council
- i. Obtain Survey approval from Surveyor General – Department of Lands

GREATER NORTH MASTER PLAN

Legend:

- Aerodrome Buffer
- Agriculture
- Area of Natural Beauty
- Civic
- Commercial
- Conservation
- Forestry
- Industrial
- Mixed Used
- Others
- Residential
- Tourism Emphasis

Map Labels:

- DRADAMEA CIRCULAR ROAD
- NABOUWALU ROAD
- NABBOUCMAN ROAD
- MAT VUNISEAL
- MAT NAQARA
- MAT NATUVU
- MAT KOROLEVU
- 26.4723 ha (Subject to Survey)
- NACANIELI SETAREKI ROSA A.K.A NET, EDUAIO SEFO LEQUEUA ROGOKATI
- ENERGY FIJI LIMITED
- FAIRDEAL EARTH MOVING CONTRACTORS LTD
- ATALI SONS OF ALI
- TEROPIKA FILEMU

FID	X_COORD	Y_COORDS
2807	2043482.4343	4055246.69464
2808	2043830.99175	4054684.1056
2809	2043598.615	4054750.5133
2810	2043360.3615	4054858.6002
2811	2043359.6742	4054909.4146
2812	2043412.7491	4054916.5441
2813	2043416.0298	4054953.3227
2814	2043208.2704	4054939.5713
2840	2043581.0777	4054716.8451
2841	2043687.9696	4054528.4614
2842	2043684.7946	4054504.1196
2843	2043717.603	4054425.8028
2844	2043952.36123	4054462.82517

6 INPUTS PROVIDED BY EFL

EFL will assist and provide the following upon receipt of draft scheme plan:

- Access to the site
- provide clearance from Fiji Roads Authority and Water Authority of Fiji
- provide clearance from National Fire Authority and Telecom Fiji
- provide clearance from Sugar Cane Tribunal and Land Use Section (Ministry of Agriculture)

7 DELIVERABLES

The deliverables expected from the selected service provider includes:

- Topographic Survey
- ITLTB Vetting Approval
- Scheme Plan Design Approval
- Subdivision approval
- Re-zoning approval & Completion certificate
- Survey Plans from Surveyor General
- Survey Title Plans for the Registered Lease documents

8 PROGRAM

The anticipated program for the work is shown below.

Milestone	Target Deadline
Close of Tender	16 th April 2025
Award of Tender	No later than 31 st May 2025
Issue of Purchase Order	No later than 30 th June 2025
Information Search, including pegging, traversing, bench marking, and topographic survey	Within 2 months of the issue of the purchase order
Designing, drawing, and ITLTB Vetting survey plan approval, scheme approval, and stakeholders' comments	Within 8 months of the issue of the purchase order
Plan Assessment Unit	Within 14 months of the issue of the purchase order
DTCP final verification	Within 16 months of the issue of the purchase order
Approval from Surveyor General	Within 18 months of the issue of the purchase order

9 SUPERVISION AND REPORTING

The EFL Project Manager for this work package will be Manager Land Affairs. The project will fall under General Manager Special Projects. The Project Manager will appoint an EFL supervisor for liaison.

The successful tenderer will be required to provide fortnightly updates on the progress of work in an agreed format of reporting.

10 EXPERTISE AND QUALIFICATION

The following is required:

- Detailed Company Profile
- FNPF & FRCS compliance certificate
- Company Registration Certificate.
- Tin letter
- Company bank details
- Postal Address
- Accounts Contact person
- Company telephone contact

11 PAYMENT SCHEDULES AND TERMS

The payment will be based on the milestones defined above. EFL will not be making any advance payment for this work. **The prices quoted shall be inclusive of provisional tax for local service providers and all other taxes that are applicable.**

Activity	Percentage Progress Payment
Preliminary works & Submission of Topographic Survey	30% of Contract Sum
ITLTB Vetting Approval	5% of Contract Sum
Approval of Scheme Plan & Subdivisional Approval &	30% of Contract Sum
Approval of Survey Plans & Re-zoning Approval & Completion Certificate	30% of Contract Sum
Submission of Land Title plans from Registration of Titles office	5% of Contract Sum

TENDER CHECKLIST

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. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Tender submission

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.

This tender closes at 4.00pm (1600hrs) on Wednesday 16th April, 2025.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9992400** or email us on tenders@efl.com.fj

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.

The lowest bid will not necessarily be accepted as the successful bid.

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

Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.

Tender Submission via email or fax will not be accepted.