



**MR 271/2025**

**CADASTRAL SURVEY FOR THE SUBDIVISION OF  
LOT 3 SO 3406; LD FILE REFERENCE 4/1/1474  
(EFL WAILOALOA SUBSTATION)**

**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       | 28/08/2025    |
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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 the generation, transmission, and distribution of electricity in Viti Levu, Vanua Levu, Ovalau, and Tavenui 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, 576km of 33kV lines, and over 11,148 km of 11kV and 415V distribution lines, as at 31<sup>st</sup> December 2024.

EFL seeks competitive tender bids from registered surveyors from prudent survey companies in Fiji to carry out a Cadastral Survey for the subdivision of Lot 3 SO 3406 to accommodate land required for EFL’s Wailoaloa Substation. 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 10<sup>th</sup> September 2025, Fiji Time.

Further information relating to this tender may be acquired from:

Jitendra Reddy  
Manager Strategic Procurement and Inventory  
2 Marlow Street, Suva, FIJI.  
Phone: 679 3224 320  
Facsimile: 679 331 6773  
Email: [jreddy@efl.com.fj](mailto: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 Subdivision 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 Enamanu Road and Fantasy Road at 10.00 am on 04/09/2025. 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 Strategic Procurement and Inventory  
2 Marlow Street, Suva, FIJI.  
Phone: 679 3224 320  
Facsimile: 679 331 6773  
Email: [jreddy@efl.com.fj](mailto: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 and Supply Chain  
2 Marlow Street, Suva, FIJI.  
Phone: 679 3224 320  
Facsimile: 679 331 6773  
Email: [jreddy@efl.com.fj](mailto:jreddy@efl.com.fj)

And

- b) bear the following identification:

- Bid for: CADASTRAL TOPOGRAPHIC SURVEY FOR THE SUBDIVISION OF LOT 3 SO 3406; LD FILE REFERENCE 4/10/1474
- Bid Tender Number: MR 271/2025
- DO NOT OPEN BEFORE: 1600hrs on 10/09/2025

## 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 10<sup>th</sup> December 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**

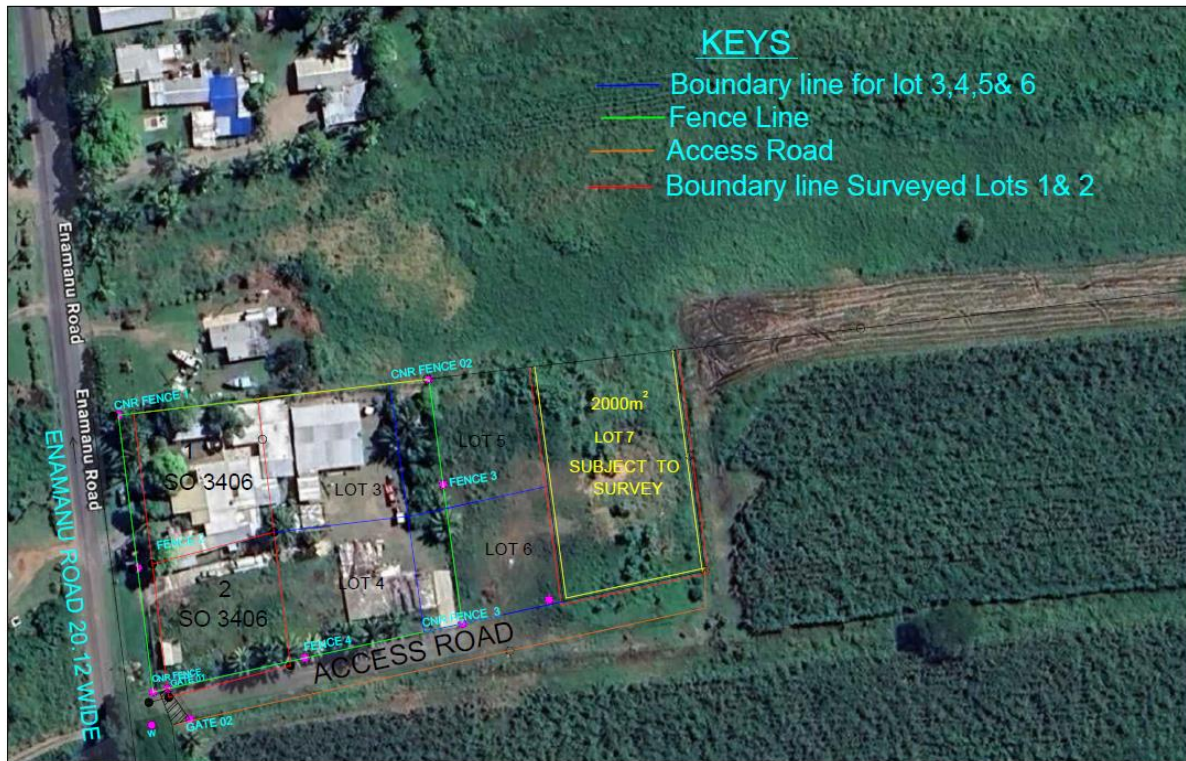
EFL will be provided during the contract stage.

## **5 SCOPE OF WORK**

The scope of work includes the following for the site at the Wailoaloa Substation Site:

- a. Carry out information search.
- b. Obtain survey instructions and subdivision consent from the Department of Lands
- c. Carry out the cadastral survey - Pegging & demarcation of lease boundaries
- d. Carry out the 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 buildings.
  - (3) Generate a 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 scheme plan approval from Department of Town & Country Planning
- f. Obtain sub divisional approval from the Department of Town & Country Planning
- g. Obtain rezoning approval the Department of Town & Country Planning and Completion Certificate from Nadi Town Council
- h. Obtain Survey approval from Surveyor General – Department of Lands
- i. Obtain Registered Title Plans from the Titles Office

The site plan is indicated in the picture below.



## 6 INPUTS PROVIDED BY EFL

EFL will assist in this by providing the following:

- Access to the site upon the issue of the purchase order
- Obtain clearance from Fiji Roads Authority (Final Scheme Plan design is completed)
- Obtain clearance from Ba Town Council (Final Scheme Plan is completed)
- Obtain clearance from Water Authority of Fiji (Final Scheme Design is completed )
- Obtain clearance from National Fire Authority (Final scheme plan is completed)

## 7 DELIVERABLES

The deliverables expected from the selected service provider includes:

- Scheme Plan Design Approval
- Sub-divisional Approval
- Rezoning Approval
- Completion Certificate from Nadi Town Council
- Survey Plans Approval from Surveyor General
- Land Title Plans for two lots

## 8 PROGRAM

The anticipated program for the work is shown below.

| Milestone  | Target Deadline                                 |
|--|---|
| Close of Tender  | 10 <sup>th</sup> September 2025                 |
| Award of Tender  | No later than 10 <sup>th</sup> October 2025     |
| Issue of Purchase Order  | No later than 31 <sup>st</sup> October 2025     |
| Information Search including pegging, traversing, bench marking and topographic survey   | Within 6 weeks of issue of purchase order       |
| Designing, drawing, and scheme plan approval, including approval from all Government agencies and rezoning approval, sub divisional and completion certificate | Within 6 months of issue of purchase order      |
| Plan Assessment Unit   | Within 11 months of issue of purchase order     |
| DTCP final verification  | Within 12 months of issue of the purchase order |
| Approval from Surveyor General   | Within 13 months of issue of purchase order     |

**Bidders must provide a Gantt chart showing the program of works and the estimated completion dates of each task.**

## 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 – information search, field work [pegging, obtain survey instructions Designing/lodgement of scheme plan. | 20% of Contract Sum         |
| Consent to Subdivision and Approval of Scheme Plan  | 20% of Contract Sum         |
| Rezoning Approval and Completion Certificate  | 20% of Contract Sum         |
| Approval of Survey Plans  | 20% of Contract Sum         |
| Submission of Land Title plans from Registration of Titles office   | 20% of Contract Sum         |

### **Important Instructions for Bid Submission**

Description: Dear Valued Suppliers,

This is a reminder to all suppliers to ensure that your bid submissions are made under the registered name of your business, as per your official business registration. This is important to avoid any confusion related to business identity. If there have been any changes to your business name or registration details, kindly update the information accordingly in your TenderLink user profile.

For local suppliers, please double-check your pricing calculations, including both the detailed breakdown and the total bid amount. Also, clearly indicate whether your prices are inclusive or exclusive of VAT. The prices should be received on your company letter heads, or put a company stamp.

For overseas suppliers, kindly state the currency in which you intend to submit your bid, along with the applicable Incoterm. This will assist us in accurately analyzing your submission.

Before submitting your bid, please ensure that all required documents have been uploaded to avoid incomplete submissions. Please upload valid Tax compliance, Valid FNPF Compliance and Valid FNU Levy Compliance for local bidders.

Lastly, please ensure that the Tender Submission Checklist is completed in full, including:

Company name: \_\_\_\_\_

Names of directors: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

These details are essential for us to reach out for any required clarifications.

Kindly ensure that you upload your tenders at least one hour before the closing time to avoid any last-minute internet or technical issues.

Thank you for your cooperation.

Kind regards,  
EFL Supply Chain

## 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 FJT 4.00pm (1600hrs) on Wednesday 10<sup>th</sup> September 2025.**

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224320 or (+679) 9992400 or email us on [tenders@efl.com.fj](mailto: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.**