



# **ENERGY FIJI LIMITED**

## **TENDER DOCUMENT**

**TENDER: MR 340/2025**

**Scheme: G17/25 – Increase in Electricity Demand for Sofitel  
Resort in Denarau, Nadi**

**Installation of 11kV Power Cables including trenching,  
backfilling & reinstatement works as required from EFLs  
Denarau Zone Substation to Sofitel Resort.**

Notes:

1. **Bidders to submit copies of EFL training records with current validity. Bids without this will be disqualified.**
2. Safety Plan to be included in tender bid.
3. Safety Report for 2024, 2025 to be submitted with tender.
4. List of Construction projects completed for EFL to be submitted with tender.
5. Contractor shall provide photo ID of all employees who will be working on the project, clearly indicating their Employment/FNPF number and Job Description.
6. Cable Jointer Certificates to be included in tender bid.
7. **Please pay specific attention to Clause 25 under PART C, Contractor Requirements: “Transportation of material – The Contractor shall load and 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.”**
8. The Contractor needs to pay for any work required from EFL after working hours.
9. The installation of 11KV underground cables shall be carried out under direct EFL supervision.
10. All work requiring EFL supervision shall be carried out during normal working hours.
11. In the event that the contractor carries out work which requires EFL supervision after normal working hours, the contractor shall pay for the overtime costs incurred. A prior notice needs to be given to EFL at least 5 working days in advance.

Weekly progress reports should include the details below; this shall be submitted without fail, otherwise it will affect process of payment.

Personal Protective Equipment - Condition								
Name of Personnel	Hard Hat	Safety Glass	Safety Boot	Gum Boot	Working Gloves	Reflective Vest		

Tender #	Scheme #	LPO #	Contract Name	Area of Work	Progress (%)	Invoice Submitted	Payment Received	Comments

**COMPLIANCE CHECKLIST**

**Compliance** - The following documents are to be provided with the tender bid:

<b>No.</b>		<b>Check (√)</b>
<b>1</b>	Tax Compliance Certificate from FRCA	
<b>2</b>	Business Registration details	
<b>3</b>	FNPF Compliance Certificate	
<b>4</b>	FNU Compliance Certificate	
<b>5</b>	Evidence of manpower employment (e.g. payroll listing, etc.)	
<b>6</b>	Project Team Composition of the team executing the works, including photo IDs, qualification of personnel	
<b>7</b>	Insurance cover details – Public Liability, Contractor's all risk	
<b>9</b>	Evidence of 1% Grant Levy to FNU	

**Bidders are to ensure that the above item are included as part of their bid. Failure to provide documentation for the above will disqualify the bid.**

## FIRST SCHEDULE

### **A. SPECIAL CONDITIONS OF CONTRACT**

1. The works shall comprise of the installation of high voltage (11kV) power cables including all trenching, backfilling and reinstatement works as per attached: **Drawing No: A3-09-N54-470.**

EFL's Denarau Zone Substation to Sofitel Resort		Route Length (Approx.)	Total Price (VIP)
i	Lay 1 x 300mm <sup>2</sup> 3C HV AL XLPE cable	1920m	
ii	Trenching Works (As required)	1920m	
iii	Backfilling Works (As required)	1920m	
iv	Reinstatement Works (As required)	1920m	

**Note:** All trenching, backfilling and reinstatement work areas will be discussed during the actual site visit. There are certain conditions to be adhered to by Denarau Corporation Limited on the trenching, backfilling and reinstatement works. Existing underground services such as electricity cables, gas lines, water, sewer, telecom are also present along the trenching route. Where required, manual digging will need to be carried out. The HV Metering Unit and 4 Way (CCCC) switchgear will be installed by EFL.

**Note:**

- a. Ducts/Conduits will need to be laid across each road crossing and driveways.
  - b. Steel pipes will need to be installed across bridges to allow HV cable to pass through.
  - c. Route comprises sealed road, concrete footpath and grass verge.
  - d. All reinstatement works will need to be carried out as per DCL's requirements.
1. The Contract sum for the works shall be \$\_\_\_\_\_VIP
    - a) Payable in a single lump sum upon final completion of the works; or
    - b) Payable at the completion of each section as follows :
      - Sections completed over total route length as milestone payments (upon satisfactory cable test results)
      - 10% retention fund.
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  2. Timeline for works:
    - Latest date for commencement of the works: 7 days from issue of LPO
    - Date of completion of Trenching: 12 weeks
    - Date of completion of Cable Installation: 6 weeks
    - Date of completion of Backfilling: 4 weeks
    - Date of completion of Reinstatement: 4 weeks
    - Date for total completion of works: 28 weeks after receiving LPO

**Note:** Payment will be processed upon satisfactory cable test results on every 500m of cable pulling.

4. For the purpose of supervising the contract on behalf of the Authority, references in the General Conditions to the Authority shall include the Manager Distribution Western or his designated officer. The Project Manager shall be the Manager Distribution Western, the Project Engineer shall be the Construction Engineer Western, and the Project Supervisor shall be the Construction Coordinator Western.
5. Insurance
  - (a) Contractor's risk \$500,000.
  - (b) Public Liability \$500,000.
6. Liquidated and ascertained damages:  
\$200 per day
7. Defects Liability period: 6 months
8. Retention Fund:
  - (a) Limit of retention fund : 10% of contract sum
  - (b) Nature of retention fund : cash
  - (c) Release of retention fund: Subject to no pending defects or fault on the cable route, and as per EFL Finance Policy.

## **SECOND SCHEDULE**

**PROJECT: Installation of 11kV Power Cables including trenching, backfilling & reinstatement works as required from EFLs Denarau Zone Substation to Sofitel Resort.**

### **SCHEME: G17/25**

#### **1.0 General**

This specification covers the installation of Distribution 11KV Power Cables as per attached drawing no: **A3-09-N54-470** under conditions of contract attached herein.

#### **2.0 Scope of Work**

Work involved in this contract is classified below:

- i) Laying of 11kV High Voltage cables, hard covers/slabs and danger notice tape

### Installation of 11kV High Voltage cables

This involves manually pulling the cable along the trench using rollers, and through ducts.

All the work of cables installation must be as per the specifications given in the drawing and it shall conform to all aspects of the standards outlined in the "Standard Overhead Line Design and Construction Manual" a guideline set by EFL.

This work shall be carried out under direct supervision of EFL personnel and is to be done during normal working hours only.

This cabling works shall be deemed complete once the cable has been tested healthy by EFL Technicians. In the event that the cable fails to pass the test, the Contractor shall be required to pay all costs associated with the location and repair of the damage/fault.

## **C: CONTRACTOR REQUIREMENTS**

1. **Tender Bid** – Contractor shall submit a firm lump sum bid.
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 construction work shall be in compliance with EFL Standard Overhead Line Design & Construction Manual.
4. **HSE Compliance** – The tender bid shall include all requirements from the EFL HSE Contractor Safety Management System. These will be evaluated by the EFL's HSE Unit. Tender bids with incomplete, unacceptable, or without the HSE requirements will not be considered for award.
5. **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.
6. **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.
7. **Scope of works** - Work involved in this contract is classified below and progress payments shall be processed accordingly.
  - i) 11kV cable installation
  - ii) Trenching
  - iii) Backfilling
  - iv) Reinstatement
8. **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.

9. **Work Program** - Contractor shall submit a work programme before starting of project. This shall be part of the contract. Work shall commence within seven (7) days after receiving an official EFL Local Purchase Order.
10. **Training** – Contractor shall ensure his employees have attended EFL Safety Manual 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 **PRIOR** to induction for new project.
11. **Ground condition** – Contractors are to note that sub-soil comprises soapstone and could contain other services like Telecom Fiji Ltd, 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 CABLE INSTALLATION WORKS – [Description of project]</b></p> <p><b>CONTRACTOR:</b> .....</p> <p>Emergency phone contact: _____</p> <p><b>UNDERGROUND CABLE INSTALLATION WORKS.</b></p> <p><b>Driver please reduce speed.</b></p> <p><b>Pedestrians please use other footpath/side of road</b></p> <p><b>THANKS</b></p>
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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. **Tidiness** – The Contractor shall maintain the worksite in a neat and tidy condition.
19. **Transportation of material** – The Contractor shall transport all materials from EFL Navutu Stores to work site.
20. **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.

21. **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.
22. **Portable signboards** - Portable signboards must be placed at 50m intervals.
23. **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.
24. **Worksite protection** - Bollards/cone must be placed at 10m intervals.
25. **Barricades** - Open trench/pole-hole is to be baricaded on a full time basis by the Contractor.
26. **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.
27. **Credit of surplus material** – The contractor shall transport and credit all unused materials to EFL Navutu Stores.
28. **Defects Rectification** – The contractor shall rectify all defects within seven (7) days as per contract.
29. **Project completion** – The contractor shall complete work on time as per contract.
30. **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 pf 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 te Contractor's risk and expense.
31. **Safe Work Procedure Training** - Contractor must have completed Distribution Safe Work Procedure training.



## **D: EFL REQUIREMENT**

- EFL Project Supervisor shall obtain Road/footpath opening permits.
- EFL Project Engineer shall obtain clearance from Fiji Roads Authority, Municipal Council, Telecom Fiji Ltd, Water Authority of Fiji, and Sewerage Department.
- EFL's HSE Unit shall vet Safety Plan submitted by Contractor and approve after queries clarified by Contractor.
- EFL Project Engineer shall ensure that any EFL underground mains on the jobsite is clearly located, marked and identified to the Contractor.
- EFL Project Engineer shall submit to the Project Manager all necessary approval documentation from Fiji Roads Authority, Municipal Council, Telecom Fiji Ltd, Water Authority of Fiji, and Sewerage Department. Upon receipt of these approvals, and the approved Safety Plan, the Project Manager shall issue an "Instruction to Commence Work" to the Contractor.
- EFL Project Supervisor and Project Engineer shall carry out regular site inspections to ensure compliance with HSE requirements and submit Safety Visit Reports of the visit.
- EFL Project Supervisor and Project Engineer shall issue Non-Conformance Report if required and follow up for verification of implementation of Action Items arising out of the Non-Conformance Report.

## **E: PAYMENT SCHEDULE**

**Payment shall be made as per below details:**

1. Section completed(500m) over total route length as milestone payments(upon satisfactory cable test results and proper backfilling and reinstatement)
2. 10% retention fund

## 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 4.00pm (1600hrs) on Wednesday 21<sup>st</sup> January, 2026.**

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](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.**