

RESERVE BANK OF FIJI

SECURITY SERVICES

SCOPE OF WORK

Our Reference:

Your Reference:

4th June 2024

Security Services

Reserve Bank of Fiji Building

1. The Reserve Bank of Fiji invites tenders for the above services.
2. The submission must include a brief company profile to include compliance FNPf and FRCS documents, VAT and company registration with certificate of exemptions from FRCS.
3. Summary of clientele and their contact to be included.
4. The tender is to be in Fiji currency clearly outlining payment on a monthly basis which is to be payable at the end of each month from the commencement of the contract.
5. The contract period will be for three [3] years. The contract is to be based on a fixed sum which may not be varied except for minimum wage or Tax change approved by the Government of Fiji.
6. All workers attending to contractual work must have police clearance.
7. Contractor must be present on site for monthly meeting during the contract period for general surveillance work improvements.
8. All contractors and sub-contractors engaged to perform work on all Bank premises are required, as part of their contract, to comply with the Bank's Health & Safety Policy.

The Bank has outlined the following procedures for all contractors and sub-contractors to comply with at all times.

RESERVE BANK OF FIJI

SECURITY SERVICES

SCOPE OF WORK

SECURITY SURVEILLANCE AT DOMODOMO HOUSE

338 Princess Road

The Reserve Bank of Fiji invites written quotations from reputable and recognized Security Companies to provide 24/7 onsite security surveillance for the Governor's Official residence on 338 Princes Road. The property consists of the following:

1. A single-story residential structure of concrete/masonry construction encompassing two buildings
2. A Gazebo
3. Tool shed
4. Swimming pool
5. Standby generator
6. A maid's quarter which also houses the guardroom, its toilet, and kitchen

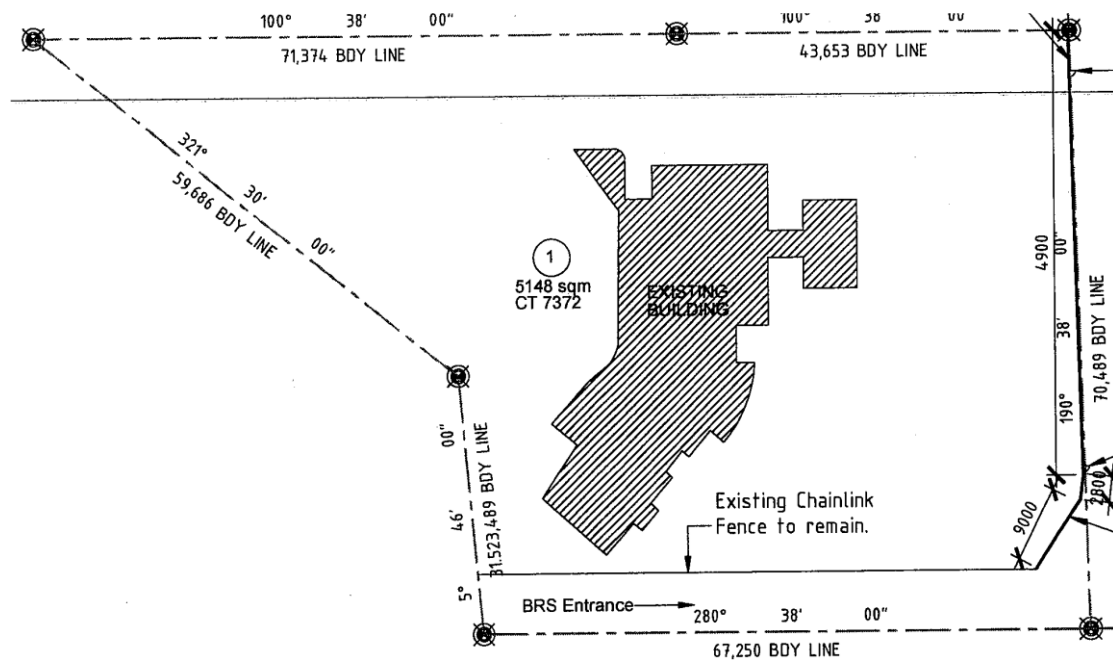
Scope of Works

- Provide 24/7 on-site physical security surveillance at Domodomo House
- Perimeter foot patrol with strategic key activated check in locations. Observation for any suspicious activity at the BR-site which is also owned by the Reserve Bank of Fiji
- Ensure there is no unauthorized contractor entry into the premises unless instructed by the Manager Security (of RBF).
- Family members / official visit will require authorization for a family member inside the residence. Unannounced visit will be stopped at the main gate, the guard on-duty is required to inform/seek approval for the visitor to access the premises
- Clearly document all movements in detail, date, time, vehicle registration, person's name and purpose of visit
- Removal of any RBF asset from the site without the official RBF vehicle will require a letter or e-mail approval from the Property Manager. The letter or email will contain the specifics of asset that has been approved for removal
- Provide a list of designate guards that will be on-site, include photo ID, phone contacts for ease of communication during their official shift
- Designated guard must have a valid security license, first aid certificate, clean medical record and drug free. Firefighting training/certificate will be an added benefit. The documents can be submitted in the tender bid or company profile.
- All shift change should be reported to RBF control room for verification with the list of designated guards
- A landline telephone is provided at the guardhouse for official calls to RBF only. Any unofficial call will be deducted from the monthly service fee

RESERVE BANK OF FIJI SECURITY SERVICES SCOPE OF WORK

- Provide weekly roster to the RBF manager security via e-mail. Any changes in personnel on duty need to be communicated to the RBF security control room.
- Security Officers are only allowed to utilize the Guardroom, its toilet, and its kitchen
- Monthly fee claims will be submitted with a service report including any incident recorded on-site to the Manager Security (of RBF)

Domodomo House Boundary



Cost Summary

Domodomo House 338 Princess Road

Task	Frequency	Cost VIP [FJD]
Day shift 1 guard per shift [partial perimeter surveillance]	Daily	
Afternoon shift 1 guard per shift [partial perimeter surveillance]	Daily	
Night shift 1 guard per shift [complete perimeter surveillance]	Daily	

For further information contact our Manager Security Mr. Poasa Vasukicakau on Telephone 3223 465 or e-mail: poasa@rbf.gov.fj