



RESERVE BANK OF FIJI

REQUEST FOR TENDER

DDH & BRS Fencing Project



OBJECTIVE

To carry out construction works as per the approved engineering drawings:

1. Construction of a steel picket fence at Domodomo House (DDH), 338 Princess Road, Tamavua, Suva; and
2. Construction of a retaining wall with chain link fence and trapezoidal drain at the rear of Business Resumption Site (BRS), 353 Princess Road, Tamavua, Suva.

TENDER SCOPE

1. It is compulsory for the vendor to carry out a site inspection to get familiarized with the works and reconfirm all the measurements.
2. Vendors need to submit a thorough work program together with their tender submission.
3. The vendor will have to carry out the following for both sites mentioned:
 - a. DDH Works
 - i. Understand the details for the picket fence drawing
 - ii. Construct the foundation according to the details in the drawings
 - iii. Procure materials to carry out the work. (Steel picket supplied by RBF)
 - iv. Ready mix concrete for foundation (25Mpa)
 - v. Provide detailed material cost breakdown (QS) and update the summary table.
 - b. BRS Works
 - i. Understand the details in the retaining wall with chain link fence and trapezoidal drain drawing for
 - ii. Construct the foundation according to the details in the drawings
 - iii. Procure materials to complete the work. (check materials available on-site at BRS)
 - iv. Ready mix concrete for foundation (40Mpa)
 - v. Provide detail material cost breakdown (QS) and update the summary table
4. The vendor must state if this project will be carried out by their staff or if it will be outsourced.
5. The vendor must state the workmanship warranty and its terms and conditions for this project in the quotation.
6. The vendor has to provide a detailed work-plan of the entire project with the tender submission.
7. The vendor has to be mindful of the following:
 - Maintain high level of professionalism to avoid any reputational risk;
 - Foul language is strictly prohibited; and
 - Has to comply with all emergency evacuation procedures.
8. The vendor has to maintain a very high level of housekeeping throughout the total duration of the project.



9. The vendor is urged to inform RBF in writing regarding any issues that their staff might face either in terms of adhering to the personal protective equipment requirements or towards carrying out the said works.
10. The vendor must provide a detailed breakdown of each of the works in the quotation.
11. The quote is to be the Vat Inclusive Price.
12. The quoted VIP price to cover working hours, after-hours and weekends
13. The vendor must provide the proposed payment schedule in the quotation.
14. It is compulsory for the vendor to complete the Trade Summary at the end of this document.
15. The vendor will have to provide a detailed project completion report.

Note

- Quotation should be Vat Inclusive Price.
- The quotation should be for normal working hours, afterhours and works over the weekend.
- Work to be completed with time frame approved by RBF

TENDER SUBMISSION

All Tender Submissions to be e-mailed to Board Secretary, Subrina Hanif subrina@rbf.gov.fj and Manager General Administration Services, Melania Tamaue melania@rbf.gov.fj. All tender submissions are due on 11th October 2024 at 4pm.

Incomplete and late submissions will not be considered. Lowest Tender may not necessarily be accepted. Both successful and unsuccessful submissions will be notified by the Tender Secretary through formal correspondence.

PERIOD OF PERFORMANCE

The period of performance for this project shall depend on the vendors estimated time frame provided in the Tender Submission. All work must be scheduled to complete within the mentioned estimated timeframe. The actual engagement on site should be mindful of the critical nature of the risk involved and public safety. Any modifications or extension should be requested to the Reserve Bank of Fiji based on necessity.

WORK REQUIREMENTS

As part of this Project the vendor will be responsible for performing tasks throughout the various stages of this project. The following is a list of tasks which will result in the successful completion of this project:

- Site meeting(s);
- Project plan from the vendor on how the project will be executed;
- Updating the Reserve Bank of Fiji on the works (material logistics);



- The work must be carried out with a very high level of professionalism.
- The Reserve Bank of Fiji needs to be advised if the vendor is or may face difficulty in fulfilling any of the requirements of this project.
- Proper housekeeping needs to be carried out on a daily basis.
- Upon completion of the project, a detail project completion report needs to be submitted to the Reserve Bank of Fiji.

ACCEPTANCE CRITERIA

Once the project is completed and the contractor provides their report/presentation for review and approval, the Reserve Bank of Fiji will either sign off on the approval or reply to the contractor, in writing, advising what tasks still need to be accomplished.

Once all project tasks have been completed, the project will enter the handover/closure stage. During this stage of the project, the vendor will provide their project closure report to the Reserve Bank of Fiji. The acceptance of this documentation by the Reserve Bank of Fiji will acknowledge acceptance of all project deliverables and that the vendor has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between the Reserve Bank of Fiji and the chosen vendor will be referred to both organisations contracting offices for review and discussion.

OHS AND SECURITY RESPONSIBILITY

All contractors' project team members will submit security forms to the Reserve Bank of Fiji for clearance and access badges to the facility. The vendor must also ensure that all the workers onsite are provided with all personal OHS equipment. Also all tools, ladders Scaffolding etc. should be OHS compliant.

ADMINISTRATIVE REQUIREMENTS

It is compulsory for the vendor to provide the following valid documents in their tender submission:

1. Valid FRCS compliance certificate;
2. Valid FNPf compliance certificate;
3. Valid Certificate of Exemption;
4. Updated company profile;
5. Clientele listing
6. Public liability cover;
7. Insurance cover;
8. Completed Trade Summary; and

PROPOSAL PROCESS

The steps below provide a brief outline of the Reserve Bank of Fiji's tender process:

1. Interested vendors can liaise with the Reserve Bank of Fiji to clarify any issues before submitting their tenders;
2. Vendors to submit their tenders within the time specified;
3. Analysis of the submitted tender will be done by the Reserve Bank of Fiji;



4. Clarification on tender submission, if necessary;
5. Awarding of tender;
6. Meeting with selected vendor in regards to project delivery and preparation of the contract terms and conditions; and
7. Contract signing.

PRICING

- Itemise all labour and material cost separately, where necessary.
- All prices should be in FJD and VIP.
- Prices should be valid for at least three months.
- Retention of 10% will be held for the 1 year after the vendor has successfully handed over the project to RBF.
- Provisional Tax of 5% will be deducted for any contract over \$1000 per annum.
- For overseas companies who does not have any office/business locally, 15% withholding tax will be deducted from contract amount.

TENDER SELECTION

Tender may not necessarily be awarded to the lowest bidder. The Bank, when analyzing the tender submission will keep in mind the delivery and support services provided by the chosen company.



TRADE SUMMARY

Below is the Trade Summary which the vendor is required to complete.

Name of the Company: _____

Workmanship Warranty: _____

Total Project Duration: _____

No.	Project Particulars	Staff Numbers	Work Hours	Project Cost (VIP)
<i>DDH Works</i>				
1.	Cost for demolition & excavation			
2.	Cost for procuring additional materials			
3.	Cost for installing steel picket fence			
<i>BRS Works</i>				
4.	Cost for demolition & excavation			
5.	Cost for procuring additional materials			
6.	Cost for retaining wall construction			
7.	Cost for installing chain link fence			
8.	Cost for trapezoidal drain installation			
Total Cost (VIP)				

No.	Position	No. of Staff	Normal Rate per Hour (VIP)	Time and Half Rate (VIP)	Double Time Rate (VIP)	Meal Allowance Rate (VIP)	Transportation Rate (VIP)
1.	Forman/leading hand						
2.	Carpenter						
4.	Assistant Carpenter						
5.	Labour						