



INVITATION TO TENDER – ARCHIVE-IT SITE WORKS

TENDER CONDITIONS AND SPECIFICATIONS

TO THE TENDERER:

THANK YOU FOR YOUR INTEREST IN SUBMITTING A TENDER FOR THIS PROJECT.

BACKGROUND

- FNPf has intentions to develop its vacant property adjacent to the Grantham Plaza building complex located in Grantham Road, Raiwaqa, within the general boundaries of Falvey Road, Raiwaqa Market and Jittu Estate.
- The proposed development includes the construction of two separate buildings with a common commercial driveway access from Falvey Road. One building is to be a single story prefabricated lightweight steel maintenance building with concrete slab on ground and concrete slab surrounds. The other building is to be a utilitarian precast concrete building with a potential mezzanine or second level. That building will have a three hour fire rating, high level passive energy efficiency, high level inherent security and 100% back up power supply facilities.
- The building site is currently overgrown with scattered debris and saturated ground conditions due to drainage issues with overflowing surface run off from an adjacent property. A thorough knowledge of the existing levels, drainage, subsoil conditions and soil bearing capacity is required in order to progress the project to the conceptual design stage.

PLEASE ENSURE THAT YOUR TENDER PROPOSAL ADDRESSES ALL OF THE FOLLOWING ITEMS:

1 COMPANY INFORMATION

- Company name and registered place of business
- Form of business (Limited, Partnership, Sole Proprietor)

- Postal address, telephone, email and facsimile contacts
- Schedule of directors / owners
- Schedule of key employees and qualifications
- Copy of public liability insurance cover **or** capacity to obtain such insurance as evidenced by a written undertaking from an insurance firm. (**refer Special Conditions below**)
- Capacity to post a Performance Bond in cash, Bank cheque or Bank Guarantee as evidenced by a written undertaking from a local commercial bank. (**refer Special Conditions below**)

2 TRADE EXPERIENCE

- Recently completed projects and contract value
- Names and contacts of Client references

3 TENDER PRICE & PROGRAMME

- Lump sum VAT inclusive tender price
- TENDER SHALL INCLUDE THE ITEMIZED CREDIT INDICATED FOR SALVAGE RIGHTS
- Programme to complete all works

4 CURRENT COMMITMENTS

- Company projects currently in progress and projected completion
- Company resources that will be available for this project.

5 MANDATORY REQUIREMENTS

- Employer must be registered with FNPF
- FNPF Employer contributions must be up to date
- Comply in all respects with the FNPF Act
- Comply in all respects with the regulations promulgated by the Ministry of Labour and Industrial Relations

6 SPECIAL CONDITIONS

6.1 PUBLIC LIABILITY INSURANCE

PRIOR TO THE COMMENCEMENT OF WORKS, the successful tenderer must submit evidence of Public Liability Insurance cover in the amount of One Million Dollars (\$1,000,000.00). Contract work cover shall be the amount tendered for or further additional cost that might be adjusted during the course of the work that provides primary and non-contributory coverage with FNPF noted as an additional insured party on the Policy.

6.2 PERFORMANCE BOND

PRIOR TO THE COMMENCEMENT OF WORKS, the successful tenderer must submit a Performance Bond favour of FNPF in the amount of Five Thousand Dollars

(\$5,000.00) in the form of cash, Bank cheque payable to FNPF or Bank Guarantee issued by a commercial trading Bank.

6.3 FORM OF CONTRACT

The successful tenderer will be required to enter into a contract with FNPF. The form of contract will be the Fiji Standard Form of Building Contract 1978 Public Works Edition Without Quantities or a form of Contract written under the that is vetted and approved by FNPF Manager Legal.

6.4 SITE INSPECTION

Submission of a tender is deemed to be a confirmation that the tenderer has inspected the site and ascertained all conditions, existing platform level, existing drainage, imported materials or structures to be removed ect.

6.5 RETURN OF PERFORMANCE BOND

Return of the Performance Bond will be conditional upon the site, public roads and footpaths being cleaned of all demolition materials, soil and refuse from the works.