

**TENDER 2/2024**

**TERMS OF REFERENCE**

**TENDER FOR THE MAINTENANCE AND SUPPLY & INSTALLATION OF AIR  
CONDITIONING UNITS FOR ALL BAF OFFICES**

**CLOSING DATE AND TIME: MONDAY, 22<sup>ND</sup> JULY, 2024**

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## SECTION A

## COMPANY BACKGROUND

The Biosecurity Authority of Fiji ("**BAF**") was established under the Biosecurity Act 2008. It is deemed a Commercial Statutory Authority as per the Public Enterprise Act 2019.

BAF's mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect the Fiji Islands against the entry of regulated pests and diseases affecting animals, plants, human beings and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings and the environment in the Fiji Islands;
4. to eradicate, contain or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the biosecurity requirements of the receiving countries;
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animal and plants into, out of and within Fiji and for the facilitation of Trade.

## SECTION B

## TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
  - To provide prospective Vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
  - To ensure that a consistent level of information is obtained from each prospective Vendor; and
  - To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Proposal ("**RFP**") for the goods or services as specified for BAF. Vendors are required to respond to this RFP demonstrating that their offers are a probable fit to BAF's overall requirements.
3. Submissions; clearly marked "Tender No: 2/2024 - Maintenance and Supply & Installation of Air Conditioning Units " must be submitted into the Tender Box situated at BAF HQ Reception Entrance, address as follows:

The Chief Executive Officer  
Biosecurity Authority of Fiji  
Level 3, FNPF Building  
Ellery Street  
Suva

4. Bidders are required to complete tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
5. All proposals documents must be submitted before or on the closing date and time as indicated in the RFP document. Late, e-mailed proposals will not be accepted. BAF reserves the right change the closing date and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
6. In the event of any problems with the delivery of the proposals, vendors should please contact the Secretary to Tender Committee on the following number 8910033.
7. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender's misplacement or premature opening.
8. All enquiries relating to the RFT should be submitted in writing to the Secretary to the Tender Committee or emailed: [lvacereivalu@baf.com.fj](mailto:lvacereivalu@baf.com.fj) no later than .....22/07/2024.....
9. Summary of Submissions Deadlines

ITEM	DATE	TIME
Tender Closing and Opening	22 <sup>nd</sup> July, 2024	5PM

## **SECTION C - SUBMISSION SPECIFICATIONS**

### **i) PURPOSE OF SUBMISSION**

BAF is requesting submissions from reputable companies for the Supply, Installation and Servicing of Air Conditioners (Fiji-Wide) to the listed offices and any newly constructed or rented BAF offices:

1. Suva: Plaza 1, Level 2 & 3 (BAF HQ).
2. Suva – Export Office, Renown Street, Walu Bay.
3. Suva – Imports Office, Fiji Ports Terminal, Walu Bay.
4. Suva – Narrain Jetty Office, Walu Bay.
5. PEQ-Koronivia Station, Nausori.
6. Nausori Office, Pak & Save Building, Main Street, Nausori.
7. Nausori Airport Office.
8. Natovi Station, Natovi Wharf.
9. Navua Station, Ro Matanitabua Building, Navua.
10. Sigatoka Station, Lot 6, Solevu Sub Division, Queens Road, Sigatoka.
11. Nadi Station, Nadi Airport.
12. HTFA, Nadi Airport.
13. Lautoka Station, Marine Drive, Lautoka.
14. Lautoka Wharf Office, Queens Wharf, Lautoka.
15. Ba station, Level 1, Old Sunbeam Building, Main Street, Ba Town.
16. Rakiraki Station, Shiu Prasad Complex, FSC Road, Rakiraki.
17. Taveuni Office, First Light Inn Building, Waiyevo, Taveuni.
18. Qamea Office, Naivivi Village, Qamea.
19. Savusavu Station, Gulabdas Building, Savusavu Town.
20. Nabouwalu Station, Nabouwalu Jetty.
21. Rotuma Office, Ahau Government Station, Rotuma

ii) **SCOPE OF WORK**

**The scope of works shall include Supplying and Installation, Maintenance & Servicing (Normal and General), of Air Conditioning Units:**

1. Normal Servicing- task to be completed as per clause (1.a), (1.b) & (2.a), (2.b).
2. General Servicing- task to be completed as per clause (3.a), (3.b) & (4.a), (4.b).
3. Quick Repair – Gas Leakage, Gas Top-Up & Water Leakage.

**A. Normal Servicing:**

1.a	<b>WALL MOUNTED AIR CONDITIONING -(INDOOR UNIT))</b>
Item	<b>QUARTERLY TASK</b>
1	Check casing, wiring and insulation for corrosion, clean, dry and that all components are secure. Record and report of any work required.
2	Check drains and drip tray are clear. Clean where necessary.
3	Check unit operation through fan, dry and cooling sequence via remote controller.
4	Check for unusual noise or vibration in the indoor unit.
5	Check that the condenser fan operates correctly.
6	Clean air filter
7	Check in door coil for cleanliness. Provide recommendations.
8	Check that all controls operate correctly.
9	Check and record; Off coil, return air, set point, ambient, and room temperature.
10	Check refrigerant pressure.
11	Check and record compressor and fan motor, voltage and amps.
12	Inspect protective finish, record and report any necessary repairs.
1.b	<b>WALL MOUNTED AIR CONDITIONING -(OUT DOOR UNIT)</b>
Item	<b>QUARTERLY TASK</b>
1	Check units for any sign of leaks- report.
2	Check the refrigerant circuits for leaks
3	Check for Excessive noise
4	Check tightness of all electrical terminals.
5	Check pressures are within normal operating range when compressor is running
6	Check that the fan is operating properly

<b>2.a</b>	<b>CASSETTE TYPE AIR CONDITIONING -(IN DOOR UNIT)</b>
<b>Item</b>	<b>QUARTERLY TASK</b>
1	Check casing, wiring and insulation for corrosion, clean, dry and that all components are secure. Record and report of any work required.
2	Check drains and drip tray are clear. Clean where necessary.
3	Check unit operation through fan, dry and cooling sequence via remote controller.
4	Check for unusual noise or vibration in the indoor unit.
5	Check that condenser fan operates correctly.
6	Clean air filter
7	Check in door coil for cleanliness. Provide recommendations.
8	Check that all controls operate correctly.
9	Check and record; Off coil, return air, set point, ambient, and room temperature.
10	Check refrigerant pressure.
11	Check and record compressor and fan motor, voltage and amps.
12	Inspect protective finish, record and report any necessary repairs.

<b>2.b</b>	<b>CASSETTE TYPE AIR CONDITIONING -(OUT DOOR UNIT)</b>
<b>NO.</b>	<b>QUARTERLY TASK</b>
1	Check units for any sign of leaks- report.
2	Check the refrigerant circuits for leaks
3	Check for Excessive noise
4	Check tightness of all electrical terminals.
5	Check pressures are within normal operating range when compressor is running
6	Check that the fan is operating properly

**B: General Servicing**

<b>3.a</b>	<b>WALL MOUNTED AIR CONDITIONING -(IN DOOR UNIT)</b>
<b>Item</b>	<b>SIX MONTHLY TASK</b>
1	Check casing, wiring and insulation for corrosion, clean, dry, and that all components are secure. Record and report on any work required
2	Check drains and drip tray are clear. Clean where necessary.
3	Check unit operations through fan, dry and cooling sequence via remote controller
4	Check for unusual noise or vibration in the indoor unit
5	Check for unusual noise or vibration in the outdoor unit
6	Check compressor for oil leaks
7	Check that condenser fan operates correctly.
8	Clean air filter
9	Check in door coil for cleanliness. Provide recommendations.
10	Check out door coil for cleanliness. Clean where necessary.
11	Check that all controls operate correctly.
12	Check and record; off coil return air, set point, ambient and room temperature.
13	Check refrigerant pressure.
14	Check and record; compressor and fan motor, voltage and amps.
15	Inspect protective finish, record and report and necessary repairs.
16	Remove the unit.
17	Strip up all parts and service.
18	Clean evaporator coils with coil cleaner (water blast).
19	Inspect protective finish, repair as requested.
20	Carry our leak test and fill refrigerant if required.
21	Switch "ON" unit and check for operation.
22	Check unit for rattles and noise etc.
23	Check all refrigerant pipework for signs of chafing or vibration.
24	Check gas charge by running system to perform within design capabilities.
25	Take record of amperage of electrical motors and compressors.

<b>3.b</b>	<b>WALL MOUNTED AIR CONDITIONING -(OUT DOOR UNIT)</b>
<b>Item</b>	<b>SIX MONTHLY TASK</b>
1	Check casing, wiring and insulation for corrosion, clean, dry, and that all components are secure. Record and report on any work required.
2	Check drains and drip tray are clear. Clean where necessary.
3	Check unit operations through fan, dry and cooling sequence via remote controller.
4	Check for unusual noise or vibration in the indoor unit.
5	Check for unusual noise or vibration in the outdoor unit.
6	Check compressor for oil leaks.
7	Check that condenser fan operates correctly.
8	Clean air filter.
9	Check in door coil for cleanliness. Provide recommendations.



10	Check out door coil for cleanliness. Clean where necessary.
11	Check that all controls operates correctly..
12	Check and record; off coil return air, set point, ambient and room temperature.
13	Check refrigerant pressure.
14	Check and record; compressor and fan motor, voltage and amps.
15	Inspect protective finish, record and report and necessary repairs.
16	Remove the unit.
17	Strip up all parts and service.
18	Clean evaporator coils with coil cleaner (water blast).
19	Inspect protective finish, repair as requested.
20	Carry our leak test and fill refrigerant if required.
21	Switch "ON" unit and check for operation.
22	Check unit for rattles and noise etc.
23	Check all refrigerant pipework for signs of chafing or vibration.
24	Check gas charge by running system to perform within design capabilities.
25	Take record of amperage of electrical motors and compressors.

<b>4.a</b>	<b>CASSETTE TYPE AIR CONDITIONING -(IN DOOR UNIT)</b>
<b>Item</b>	<b>SIX MONTHLY TASK</b>
1	Check casing, wiring and insulation for corrosion, clean, dry, and that all components are secure. Record and report on any work required.
2	Check drains and drip tray are clear. Clean where necessary.
3	Check unit operations through fan, dry and cooling sequence via remote controller.
4	Check for unusual noise or vibration in the indoor unit.
5	Check for unusual noise or vibration in the outdoor unit.
6	Check compressor for oil leaks.
7	Check that condenser fan operates correctly.
8	Clean air filter.
9	Check in door coil for cleanliness. Provide recommendations.
10	Check out door coil for cleanliness. Clean where necessary.
11	Check that all controls operate correctly.
12	Check and record; off coil return air, set point, ambient and room temperature.
13	Check refrigerant pressure.
14	Check and record; compressor and fan motor, voltage and amps.
15	Inspect protective finish, record and report and necessary repairs.
16	Remove the unit.
17	Strip up all parts and service.
18	Clean evaporator coils with coil cleaner (water blast).
19	Inspect protective finish, repair as requested.
20	Carry our leak test and fill refrigerant if required.
21	Switch "ON" unit and check for operation.
22	Check unit for rattles and noise etc.
23	Check all refrigerant pipework for signs of chafing or vibration.
24	Check gas charge by running system to perform within design capabilities.
25	Take record of amperage of electrical motors and compressors.

<b>4.b</b>	<b>CASSETTE TYPE AIR CONDITIONING -(OUT DOOR UNIT)</b>
<b>Item</b>	<b>SIX MONTHLY TASK</b>
1	Check casing, wiring and insulation for corrosion, clean, dry, and that all components are secure. Record and report on any work required.
2	Check drains and drip tray are clear. Clean where necessary.
3	Check unit operations through fan, dry and cooling sequence via remote controller.
4	Check for unusual noise or vibration in the indoor unit.
5	Check for unusual noise or vibration in the outdoor unit.
6	Check compressor for oil leaks.
7	Check that condenser fan operates correctly.
8	Clean air filter.
9	Check in door coil for cleanliness. Provide recommendations.
10	Check out door coil for cleanliness. Clean where necessary.
11	Check that all controls operate correctly.
12	Check and record; off coil return air, set point, ambient and room temperature.
13	Check refrigerant pressure.
14	Check and record; compressor and fan motor, voltage and amps.
15	Inspect protective finish, record and report and necessary repairs.
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18	Clean evaporator coils with coil cleaner (water blast).
19	Inspect protective finish, repair as requested.
20	Carry our leak test and fill refrigerant if required.
21	Switch "ON" unit and check for operation.
22	Check unit for rattles and noise etc.
23	Check all refrigerant pipework for signs of chafing or vibration.
24	Check gas charge by running system to perform within design capabilities.
25	Take record of amperage of electrical motors and compressors.

The contractor shall have the ability to provide other services:

- Attend urgent repair when the need arises during or after working hours, weekends and public holidays.
- On call support 24/7
- Installation of new units whenever and wherever required by BAF in case of emergency.

## **SECTION D - TENDER EVALUATION CRITERIA**

The following documents are compulsory and not part of the scaling system. If a bidder has not provided the following documents, they will be unable to move to the next round:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate

The following table highlights the evaluation criteria:

	<b>DESCRIPTION</b>	<b>POINTS</b>
1.	<b>Administration</b>	10
	<ul style="list-style-type: none"> <li>- Background/History and details of CV for project leaders</li> <li>- Reference Letters</li> <li>- Years of being in operation</li> <li>- Number of successful projects</li> <li>- International/Local counterpart</li> </ul>	
2.	<b>Technical</b>	50
	<p><b>Specification – 50 Marks</b></p> <ul style="list-style-type: none"> <li>- Work Program to show timely delivery of service (Normal &amp; General Servicing)</li> <li>- Work Program on attending to breakdown during or after working hours including Weekends and Public Holidays</li> <li>- Warranty Period for Servicing/Maintenance &amp; Repair Works</li> <li>- Duration for Installation of New Air Con</li> <li>- Warranty Period for New Air Con</li> <li>- Back up Service</li> </ul> <p>All works carried out should be in accordance with Fiji's current Occupation Health &amp; Safety Act and Fiji National Building Services Code.</p>	
3.	<b>Cost</b>	40
	<ul style="list-style-type: none"> <li>- VAT inclusive price (FJD).</li> <li>- Each component tendered for must have corresponding cost.</li> <li>- Extra charges or no hidden cost,</li> <li>- Price Validity</li> </ul>	
		100