



# **FORM OF TENDER**

**FOR**

**BIOSECURITY AUTHORITY FIJI  
NADI HOUSE GENERAL MAINTENANCE  
AT  
NADI AIRPORT**

<b>FORM OF TENDER:</b>	Tender Details
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**October 2024**

# FORM OF TENDER

(to be submitted with Submission)

for: **General Maintenance of Nadi House**

Name of Tenderer.....

We, the undersigned hereby offer to execute and complete the whole works as stated on the said documents and as required for each level as follows:

- a) Proposed Biosecurity Authority Fiji Nadi House General Maintenance at Nadi Airport for the Fixed Lump Sum: - (in words and figures)

.....  
.....  
.....

**Total Price (F\$.....VIP.)**

The above fixed Lump sum must include VAT (15%) and with no provision for fluctuations in the cost for labor and materials

As witness our hands this day ..... Day of .....2024

**Contractor's Name:** .....

**Signature** .....

**Office Stamp** .....

**Address:** .....

**Witness (Name in Capitals)** .....

**Signature:** .....

**Address** .....

**Occupation** .....

Duration for Construction – ..... Weeks

**APPENDIX 1**

**PROJECT DURATION AND COMPLETION DETAILS.**

for: **BIOSECURITY AUTHORITY FIJI NADI HOUSE GENERAL MAINTENANCE  
AT NADI AIRPORT**

Duration	:	<b>8 Weeks + 12 weeks [DLP]</b>
Defects Liability Period (Clause 15, 16 & 30) *	:	12 weeks
Retention	:	10% at the end of Defects Liability Period
Liquidated and Ascertained Damaged (Clause 22) *	:	<b>\$200</b> per day
Public Liability Insurance (Clause 19 (1) a)	:	<b>\$100,000.00</b> (minimum) and/or Compliance letter from FNU
Professional Indemnity Cover	:	<b>Total Cost of Project+10%</b> (minimum)
Contractors All Risks	:	<b>Total Cost of Project + 10%</b>
Workers Compensation Insurance	:	<b>\$100,000.000</b> and/or Compliance letter from FNU

\* Clauses referred to above are contained in the Fiji Standard Form of Building Contract  
(Without quantities public works edition 1978.

## APPENDIX 2

### SUMMARY OF TRADES/COSTS

<b>Section 1.0 – Preliminary &amp; General</b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1.1	Allow for machinery and scaffolding as required for necessary execution of the project.				
1.2	Allow for setting out of all work.				
1.3	Allow for waste management costs during the construction period.				
1.4					
1.5					
	<b>Total A</b>				

<b>Section 2.0 –Biosecurity Authority Fiji Nadi House General Maintenance</b>		
<b>Item</b>	<b>Description</b>	<b>Amount</b>
2.1	Roofer	
2.2	Carpentry	
2.3	Joinery	
2.4	Tiler	
2.5	Painter	
2.6	Electrical	
2.7	Plumbing	
2.8		
2.9		
2.10		
	<b>Total B</b>	

**Section 3.0 – Total Prices**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>A</b>	<b>Preliminary &amp; General</b>				
3.1	Total A				
<b>B</b>	<b>Trade Description for <u>Biosecurity Authority of Fiji Nadi House General Maintenance at Nadi Airport</u></b>				
3.2	Total B				
	<b>Sub Total A+B</b>				
	Vat (15%)				
	<b>Total Sum</b>				

Signature of Contractor : .....

Contractor's Stamp : .....

Date : .....

### **APPENDIX 3      LABOUR RATE SCHEDULE**

#### **Labour Rates Summary**

**3.1** All contractors are to submit their Labor rate that is applicable to this particular project and is mandatory. If any job or equipment classification is missing from below you are required to add into spaces provided.

#### **3.2** Labor Rates Summary

<b>item</b>	<b>Job Classification (Trades)</b>	<b>Hourly Rate (\$)</b>
01	Supervisor	
02	Foreman	
03	Leading Hand	
04	Carpenter A	
05	Carpenter B	
06	Block Layer	
07	Plasterer	
08	Plumber	
09	Electrician	
10	Welder	
11	Tile Layer	
12	Painter	
13	Glazier	
14	Labor	
15	Site Clerk	
16		
17		
18		
19		
20		

**APPENDIX 4      PLANT HIRE RATE**

**Equipment Rates Summary**

**4.1** All contractors are to submit their plant rate that is applicable to this particular project and is mandatory. If any job or equipment classification is missing from below you are required to add into spaces provided.

<b>item</b>	<b>Equipment Classification</b>	<b>Hourly Rate (\$)</b>
01	Flat Top Truck	
02	Concrete Mixer	
03	Concrete Vibrator	
04	Welding Plant	
05	Drill Machine	
06	Secular/ Drop Saw	
07	Concrete cutter	
08	Hoist Truck	
09		
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**APPENDIX 5**      **TASK APPRECIATION**

1. Please confirm attendance to pre-bid site meeting.
2. Please provide a detailed understanding of the task. Due to the short timeframe of Tender advertisement duration, bullet points will suffice.
3. Please provide any particular issues and constraints that you think that are associated with the project.

**APPENDIX 6**      **PROPOSED APPROACH**

1. Indicate in this section any value adding that your firm might bring to the Project.



**ADDITIONAL INFORMATION REQUIRED FROM ALL BIDDERS.**

Project: **Biosecurity Authority Fiji Nadi House General Maintenance at Nadi Airport**

**Contents**

- A. Structure and Organization
- B. Financial Status
- C. Resources (Personnel/Plant/Equipment)
- D. Resources (Other)
- E. Relevant Experience

**Notes to Tenderers.**

- 1. *Please fill-in the spaces as provided below clearly and neatly.*
- 2. *Additional information may be attached at the back, if necessary.*
- 3. *Any queries regarding the filling of this form or the Form of Tender are to be directed to the Project Admin. **Please number pages on bid including supplementary documents, and provide table of content.***

**A. STRUCTURE AND ORGANIZATION:**

- 1. Description of Company (for example, General Contractor)

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- 2. Number of years' experience as a Construction contractor in Fiji or abroad:

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- 3. Please present organization chart showing the Company structure including the position of directors and key personnel and the sub-contractors

**B. FINANCIAL STATUS**

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1. Annual value of construction work undertaken for each of the last two years.

<b>2022 Project Name</b>	<b>\$ Value</b>	<b>2023 Project Name</b>	<b>\$ Value</b>

2. Current commitment and value of work in hand 2024.

<b>2024 Project</b>	<b>\$ Value</b>

3. Name and address of Banker where references can be obtained.

**C. RESOURCES: PERSONNEL/PLANT EQUIPMENT**

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**1. Total Number of Staff in the Company:**

<b>Technical:</b>	<b>Administrative:</b>
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**2. Staff proposed to work on this Project (please state the relevant personnel applicable to the project)**

<b>Name:</b>	<b>Position :</b>	<b>No. of Years of experience in construction:</b>

**3. Main plant and equipment:**

Considered by the Company to be necessary for undertaking the Project and whether the plant is owned, or will be purchased or hired.

<b>Plant/Equipment:</b>	<b>Owned <input checked="" type="checkbox"/></b>	<b>To be Purchased <input checked="" type="checkbox"/></b>	<b>To be Hired <input checked="" type="checkbox"/></b>

**D. RESOURCES: OTHER**

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1. State any part of the works to be undertaken by partner/sub-contractor(s), if any, and give name(s) and address of the partner/sub-contractor(s).

<b>Name of Company</b>	<b>Applicable Field</b>	<b>Number of Years of Experience.</b>	<b>Please attach confirmation letter from sub-contractor</b>

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# **APPENDIX 5**

## **Conditions of Tender**

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# **APPENDIX 6**

## **Terms of Reference**

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# **APPENDIX 7**

# **Specifications**

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# **APPENDIX 8**

## **Site Location**

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