



# **CONDITIONS OF TENDER**

**FOR**

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

**October 2024**

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## **1.0 General Description of the Scope of Works.**

The said works will include the **General Maintenance and Upgrade of the Nadi House which is located at the Nadi Airport.**

## **2.0 Tenderer to Inform ones 'self.**

2.1 The Tenderer shall inspect and examine the sites and surroundings, and shall be satisfied before submitting the Tender, as to the form and nature of the project site. The Tenderer should also ensure understanding of the quantities of the work and materials necessary, accommodation required the availability of conditions and rates of pay of labor and shall inform himself of all risks and other circumstances which may affect this Tender.

2.2 A pre-bid site meeting will be held on Monday, October 28th, 2024, at 1100hrs, before submitting the tender.

## **3.0 Detailed Description of the Work.**

The extent of this Contract compromises:

3.1 The supply of all materials, labor and plant for the execution of the said project complete in all respect in accordance with this specification, the Standard of Building Contract (Public Works edition 1978 without quantities), the Form of Tender.

## **4.0 Tenders**

4.1 Submissions must be clearly marked "**Tender No: 06/2024: Upgrade and Maintenance of Nadi BAF Main Office**" and submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

**The Executive Chairman  
Biosecurity Authority of Fiji,  
Level 3, Provident Plaza 1  
Ellery Street  
GPO Box 18360  
Suva.**

4.2 For those bidders applying outside of Suva, you may send your sealed envelopes via any Postal Agency, to the above mentioned address. The Envelopes are to be clearly **marked with the Tender Name and Number.**

4.3 To arrive not later than as per Tender advertisement.

4.4 The lowest or any Tender need not necessarily be accepted.

4.5 Biosecurity Authority of Fiji has the right to REDUCE THE SCOPE OF WORKS to suit budgetary requirements. This will be decided prior to the contract signing.

4.5 All clarification/discrepancies on Tender documents must be made and resolved before closing of Tenders either via email to the Property Officer. The Property Officer will issue Notice to Tenderers in reply to as Clarification.

## **5.0 Qualifications of Tenderers**

5.1 Any Tenders not complying with any Tender condition/requirement stated in the Tender documents shall be considered non- conforming and will be disqualified.

5.2 **Failure to submit the Tender form fully completed will render the Tender invalid.**

5.3 All Tenderers are to submit with Biosecurity Authority of Fiji, Tender Form fully completed.

## **6.0 Tender Documents**

6.1 The documents for this Tender (inclusive in the contract) shall comprise of the following:

- a) Tender Letter
- b) Tender Documents
- c) Form of Tender
- d) Terms of Reference
- e) Notice to Tenderers
- f) Tender Clarifications

## **7.0 Project Management.**

7.1 **GENERAL:** The contractor shall be responsible for work, executed under the contract including the work of the Sub-Contractor nominated or otherwise. The Main Contractor shall be responsible for the proper supervision of all works for which he is responsible and shall take all necessary measures to ensure quality control and workmanship.

7.2 **Foreman:** a competent Supervisor/Foreman shall be appointed and shall be in charge of the work for the duration of the Contract. Instructions given to him shall be deemed to have been given to the Contractor. The foreman must be able to fully understand the drawings and instructions he has to administer.

## **8.0 Progress Bar Charts / Work Program.**

8.1 The Tenderer shall within 7 days of the official acceptance of this Tender submit a detailed work program. The works include ordering of materials, plant and equipment.

8.2 One copy of the approval program shall be kept on the site at all times and shall be marked regularly to indicate the progress throughout the maintenance period. Revised program should be submitted when there is a change to the completion date to suit.

## **9.0 Site Meetings.**

9.1 The Project Manager shall arrange site meetings with the Contractors and subcontractors (as necessary) and the Client.

9.2 The Minutes of the meeting shall be circulated by the Project Manager to all concern.

## **10.0 Inspection of Works.**

10.1 The Project Manager or his representative shall at all times during the project have full access to all phases of the work for inspection.

## **11.0 Delays / Time Extensions.**

11.1 Period of delay allowed shall be a maximum of 1 month or duration approved by Client. For an extension of time. **(Note that the procedural requirements of the Contract must be followed strictly before any extension of time is considered).**

## **12.0 Completion.**

12.1 At completion remove from site all plant, equipment, surplus materials and clean up building. Make good where necessary (determined by Property Officer) and facilitate testing of all hardware and equipment to ensure all in working order.

## **13.0 Liquidated and Ascertained Damages.**

13.1 This shall be in accordance to clause stated in the Standard Contract and to be **\$200.00 per day.**

## **14.0 Claims and Payments**

14.1 Progress payment claims and certified payments are to be made on a work progress basis and in accordance with the payment schedule on the signed Contract Agreement.

**15.0 Retention**

15.1 Retention shall be 10% and in accordance with the Contract, 10% of the total project sum to be released after the three month Defects Liability Period.

**16.0 Defects Liability Period**

16.1 The period shall be **3 months** after the date of the practical completion certificate.

**17.0 Insurance (refer to Form of Tender).**

17.1 The Contractor is specifically required to insure against injury to persons and property.

- a) A policy indemnifying the Contractor against his legal liability under the Workmen's Compensation Ordinance 1975.
- b) A policy Specified related to this building contract and indemnifying the Contractor against his legal liability to the General Public to an amount not less than \$100,000.00.
- c) Insurance against the works. Minimum cover – Value of the Contract Sum

**18 Miscellaneous.**

a) A copy of the FRCA Certificate and Valid FNPF compliance letter MUST be submitted with the Tender submission

b) Tenderer may contact the following officers for technical queries:

- Property Officer  
Biosecurity Authority of Fiji  
Mr. Aminio Tuisavusavu  
Phone: 8911453  
Email: [atuisavusavu@baf.com.fj](mailto:atuisavusavu@baf.com.fj)
- Team Leader Administration  
Biosecurity Authority of Fiji  
Ms Livia Vacereivalu  
Phone: 8919734  
Email: [lvacereivalu@baf.com.fj](mailto:lvacereivalu@baf.com.fj)