



TENDER DOCUMENT FOR GRASS CUTTING SERVICES AT LAUTOKA MILL

The Fiji Sugar Corporation Limited (FSC) hereby invites offers, through sealed tenders from well-established and reputable companies for Grass Cutting services at the FSC Head Office in Drasa Avenue, Balawa, Lautoka for three (3) year period.

1.1 Specification

If the prospective tenderer's has any doubt as to the meaning or intention of the specification or any document incorporated in it by reference or if he/she requires further information to ensure that he/she has a clear and correct understanding of the nature and extent of the supply and work to be carried out under the contract, he/she shall direct any enquiries he/she may have to resolve these with the person whose name and/or position is stated below.

Written request for additional information/clarification must be faxed to our fax number (679) 6664685 or e-mailed to avineelp@fsc.com.fj

1.2 Claims Not Allowed

Claims for extra expenses under the contract will not be allowed on the grounds that insufficient information was given in the specification or that the tenderer's was not conversant with the conditions prevailing at FSC Head Office.

1.3 Verbal Advice

Verbal advice or information given or obtained in respect of this specification shall not constitute a warranty or a representation to the tenderer's or prospective tenderers and shall not be binding on the Corporation. The Corporation shall be bound only by the advice or information furnished by the Corporation in writing.

1.4 Canvassing

The canvassing by tenderer's and/or their agents will be considered grounds for the rejection of a tender. Except as hereinafter provided a tenderer shall not discuss or attempt to interview or discuss any matter in relation to his/her tender or any other tender to this specification with any employee or agent of the Corporation.

All correspondence received, agreed tender information request and agreed records of interview will form part of the Tender. Any provision contained therein which is not in full compliance with the specification shall have no force or effect unless that particular provision is specifically noted therein as a departure from the specification.

1.5 Tender Pricing

All Tender pricing shall be calculated and expressed in Fijian Currency. The rates and prices offered in the tender shall be fully inclusive of all costs of products, taxes, and all other obligations of any and every kind to be borne by the tenderer under the terms of this contract. These prices (VEP) shall remain firm for the duration of the contract period and escalation shall be clearly stated. The actual sum paid for such work/supply will depend on actual work done or goods supplied and will be in accordance with the contract.

1.6 Value Added Tax (VAT)

All Tender pricing shall be calculated and expressed as **VAT exclusive**.

1.7 Market Fluctuations

The successful tenderer will give 21 days' notice to the Corporation with proper justification for any increase/decrease being sort. The justification must include all necessary documentary evidence supporting the increase/decrease sought. It is our intention that this Tender/Contract shall be based on an Open Book Policy. Therefore, in order to justify any future adjustments, it will be essential to benchmark the cost and other components that make up the selling price of each individual item being offered as part of this tender.

The benchmarked figures are to be submitted with your tender. This will form part of the tender document.

1.8 Award

It is the intention of the Corporation to award this contract to a single supplier. However, the Corporation reserves the right to split the award to two or more suppliers.

1.9 Acceptance

The Corporation is not obliged to accept the lowest or any other tender.

SPECIFIC CONDITIONS

- S1. The Contractor shall mow and/or weed and maintain in a satisfactory condition at all times all the grounds specified in S10 below owned or occupied by the Corporation.
- S2. The Contractor shall not carry out any work on Sundays or before the hour of 7.00am and after the hour of 5.00pm on any days unless otherwise instructed by the Corporation.
- S3. The Corporation reserves the right to direct the Contractor as to the route that he should follow and the commencement of work for each round.
- S4. The Contractor must inform the Human Resources Officer before he starts a round and after he finishes it, each time. Each round should be satisfactorily completed within a maximum of 15 working days, depending upon the size of the area being cut.
- S5. The duration between starting each round and the actual start date shall be determined by the Corporation taking into account the prevalent weather conditions and characteristics of the area being cut.
- S6. The Tenderer shall inspect the area included in the contract with the Human Resources Officer or his representative and make himself familiar with the work to be carried out.
- S7. The Contractor shall be paid only if the round is completed to the satisfaction of the Corporation.
- S8. In the event of any round not been satisfactorily completed, the Corporation shall ask the contractor to complete the work. If the Contractor fails to carry out such a work to the satisfaction of the corporation then the Corporation reserves the right to either refuse to pay the Contractor for that round or deduct such sums of money as it deems fit from the payment due to the Contractor, without prejudice to other remedies herein provided.

S9. The Contractor shall take all necessary precautions, whenever possible, to inform householders when mowing their compounds to avoid any injuries or damages to the householders or their properties.

S10. JOB DESCRIPTION

(a) The Contractor shall cut all the grass and weeds and trim and keep tidy all the areas in 10(b) or part thereof.

(b) The areas included in this contract are the Corporation's Offices' residential areas, Shipping Department compound, Veitari grounds, Bowling Club Compound (except the greens), and the surrounding compound, the Mechanics compound (Navutu & Main residential compound), empty yard, all areas from Lautoka Field Office, HRO's Office, Main Office and GM's gardener's house, space between the GM's house and the Full Yard and the main road, area between the Tennis Courts and the Gardener's house and all other areas in the Corporation's compound and property at Lautoka. Also all the areas contained within and in around the mill fence including the Full Yard and Civil department.

More specifically the areas mentioned above are defined as follows: -

Area 1

-Main Residential compound (Millview Road)-all areas within the Corporation's fence including the block outside the fence directly opposite Westpac Bank and beside Telecom.

-Lautoka Field Office, HR office and Corporation's area behind and around both offices including Jim Boyle Yard, the Employees Car park and the Water Treatment Plant

Area 2

- Corporation's Residential areas in Navutu and property along the riverside towards the sea, the shorefront area, tramline area in front of Navutu homes; Corporation's property within fenced area of the Bowling Club as well as areas around the Bowling Club fence and areas between Veitari dump yard site and roadside beside SPF.

Area 3

- Corporation's officer's residential area at Foster Lane, Tagimoucia Street, Thompson Crescent, Namosau Rd and all other Corporation's compounds alongside Drasa Avenue, that is Ms Donita Simmons residence (House 156).

- Corporation's Residential area at Balawa, ground in front of the Garage, and all areas within the garage fence and outside of the fence belonging to the Corporation.

Area 4

- All areas within the factory fence i.e. also Shipping, Corporate Engineering Services, Fresh Water Pond, Rarawai Weighbridges; The empty and the full yard, the area from the full yard towards Telecom (area between the fence and the tramlines to the main road); Areas around the mill fence the including the Civil Department and CSR Motor Garage, triangle opposite Fiji Meats, and the Wharf area (drive- in from the main road to the wharf).

(c) The Contractor shall cut the grass and weeds from all grounds and from in and around all paths, roads, road verges, drains, power/telephone/light poles, stones, trees, fences, ornamental shrubs or plants, outside decorative and other structures, steps, garden edges, hedges (not belonging to or allocated to any specific household), pipes, building, tanks, etc. in the compound in (b) above.

- (d) Where there is excessive grass or clippings, the Contractor shall collect and dispose the same as required by the Corporation to do so.
 - (e) The Contractor shall cut the grass as close to the ground as is reasonably possible and/or as required by the Corporation.
 - (f) All areas demarcated as residential and/or office lawns and/or within one chain of any such building shall be mowed by a land mower/brush cutter only.
- S11. The Corporation reserves the right to engage other Contractors should the Contractor fail to perform satisfactorily. Any extra costs incurred will be deducted from the Contractor's dues.
- S12. FSC reserves the right to either subdivide the contract or to award the entire contract to one tenderer.
- S13. The Contractor may apply weedicides in certain areas but only with the expressed approval of the Corporation.
- S14. The Contractor will liaise with the Human Resources Health Safety and Security Officer (HRHSSO) or his representative on a daily basis.

GRASS CUTTING SERVICES AT LAUTOKA MILL

The Tender Committee,
Fiji Sugar Corporation Ltd – Head Office,
LAUTOKA

I/We having examined the General and Specific Conditions and Job Specifications relevant in the above Tender, hereby wish to offer the **VEP** rates or prices as mentioned hereunder.

For **Area 1** describe under Clause S10 (b) \$......per complete round.

For **Area 2** describe under Clause S10 (b) \$......per complete round.

For **Area 3** describe under Clause S10 (b) \$......per complete round.

For **Area 4** describe under Clause S10 (b) \$......per complete round

Note: - For those area for which one does not wish to offer a price indicate Nil FSC reserves the right to either subdivide the contract or to award the entire contract to one tenderer.

I/We hereby state and declare that I/We have fully read and understood the Tender Documents and the volume and nature of work to be carried out as stipulated in the Tender Documents.

Also, I/We state that all the information given by me/us is true and correct and the prices, rates offered are valid for 60 days from the closing date of the tender.

TENDERER:
ADDRESS:
DATE:
SIGNATURE:
TIN NO
Contact Nos.....
Email Address:

TENDER UNACCOMPANIED BY THIS TENDER FORM WILL NOT BE CONSIDERED