



# FORM OF TENDER.

**RFT NO: 21/2019**

## **TERMS OF REFERENCE**

***For***

**DESIGN AND BUILD**

**OF**

**LEVUKA OFFICE**

<b>FORM OF TENDER:</b>	Tender Details
<b>APPENDIX 1:</b>	Project Duration and Completion Details
<b>APPENDIX 2:</b>	Schedule of Quantities & Prices
<b>APPENDIX 3:</b>	Dayworks Labour Schedule
<b>APPENDIX 4:</b>	Plant Hire Rates.

LAND TRANSPORT AUTHORITY  
OCTOBER, 2018.

7

**FORM OF TENDER**

(to be submitted with Tender Submission)

Tender for: **DESIGN AND BUILD OF LEVUKA OFFICE**

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:

**Design and Build of Levuka Office**

a) for the Fixed Lump Sum: - (in words and figures)

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

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

The above fixed Lump sum must include VAT (9%) and with no provision for fluctuations in the cost for labor and materials

As witness our hands this day ..... Day of .....2018

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

*Signature* .....

*Office Stamp* .....

*Address:* .....

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

*Signature:* .....

*Address* .....

*Occupation* .....

Duration for Construction – ..... Weeks. (Contractor to fill)

**APPENDIX 1****PROJECT DURATION AND COMPLETION DETAILS.**Tender for: **DESIGN AND BUILD OF LEVUKA OFFICE****Duration**

## a) Design and Build of LEVUKA OFFICE

Defects Liability Period	:	<b>6 months</b>
Retention	:	10% (5% to be released on upon Practical completion and 5% at the end of the Defects Liability Period).
Liquidated and Ascertained Damaged	:	<b>\$200 per day</b>
Public Liability Insurance	:	<b>\$1,000,000.00 (minimum)</b>
Professional Indemnity Cover	:	<b>\$1,000,000.00 (minimum)</b>
Contractors All Risks	:	<b>Total Cost of Project + 10%</b>
Workers Compensation Insurance	:	<b>\$ 250,000.00 (minimum)</b>
Bank Gurantee	:	<b>10% of Total Cost</b>

**APPENDIX 2****SUMMARY OF TRADES/COSTS**

NAME OF TENDERER: .....

Trade Summary		
Item	Trades	Cost VEP
1.0	PRELIMINARY & GENERAL	
1.1	MOBILIZATION	
1.2	CONSTRUCTION DOCUMENTATION	
1.3	APPROVALS (NFA/OHS/COUNCIAL)	
2.0	DEMOLITION & MAKE GOOD	
3.0	CARPENTER	
4.0	JOINER	
5.0	PAINTER	
6.0	TILLER	
7.0	CONCRETE AND STEEL WORKS	
8.0	ALUMINUN WORKS	
9.0	<b>CARPETING PC SUM</b>	<b>\$ 2,000.00</b>
10.0	<b>ELECTRICAL PC SUM</b>	<b>\$ 25,000.00</b>
11.0	<b>NETWORK CABLING PC SUM</b>	<b>\$ 20,000.00</b>
12.0	<b>AIR CONDITING PC SUM</b>	<b>\$ 15,000.00</b>
13.0	FIXTURES	
13.1	<b>BIOMETRIC MACHINE PC SUM</b>	<b>\$ 10,000.00</b>
14.0	<b>SIGNAGE PC SUM</b>	<b>\$ 20,000.00</b>
15.0	<b>FIRE PC SUM</b>	<b>\$ 5,000.00</b>
SUBTOTAL		
VAT 9%		
<b>TOTAL INCLUDING VAT</b>		

## NOTE

1. All trade must be priced for, bidder can include any trades that may be not included in the summary above.
2. Bidder to attach take off sheet (requirement)

SIGNATURE OF CONTRACTOR .....

CONTRACTORS STAMP .....

DATE .....

**APPENDIX 3****LABOUR RATE SCHEDULE****Dayworks Labor Rates Summary**

**3.1** All contractors are to submit their Labour 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 Dayworks Labor Rates Summary**

item	Job Classification (Trades)	Hourly Rate (\$)
01	Supervisor	
02	Forman	
03	Leading Hand	
04	Carpenter A	
05	Joinery	
06	Block Layer	
07	Plasterer	
08	Plumber	
09	Electrician	
10	Welder	
11	Tile Layer	
12	Painter	
13	Glazier	
14	Labour	
15	Watch Man	
16	Site Clerk	
17		

**3.3 Dayworks material rates sqm rate**

item	Job Classification (Trades)	SQM Rate (\$)
1	Aluminium works	
2	painting	
3	tiling	
4	ceiling gib	
5	Excavation	
6	carpeting works	
7	Concrete and steel works	

**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.

item	Equipment Classification	Hourly Rate (\$)
01	Tip Truck	
02	Flat Top Truck	
03	Concrete Mixer	
04	Concrete Vibrator	
05	Jack Hammer	
06	Welding Plant	
07	Compressor	
08	Concrete cutter	
09	Back Hoe	
10	Hoist Truck	
11	Welding plant	
12		
13		
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15		
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**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.

item	Equipment Classification	Hourly Rate (\$)
04	Concrete Vibrator	
05	Jack Hammer	
06	Welding Plant	
07	Compressor	
08	Concrete cutter	
09	Back Hoe	
12		
13		
14		
15		
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18		
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20		

**ADDITIONAL INFORMATION REQUIRED FROM ALL TENDERERS.**

**Project: DESIGN AND BUILD OF LEVUKA OFFICE, Lot 13 Off Bowling Road, Bowling Club Building, Levuka.**

**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 Acting Coordinator Properties, Land Transport Authority.*

**A. STRUCTURE AND ORGANIZATION**

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1. Name of Company:

Certificate No.:

Tax Identification No. (T.I.N)

Contact Person:

Telephone Number:

Fax Number:

Mobile:

E-mail Address:

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2. Description of Company (for example, General Contractor)

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3. Number of years' experience as a General Contractor in Fiji or abroad:
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- 

4. Please present organization chart showing the Company structure including the position of directors and key personnel.

## B. FINANCIAL STATUS

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

2017	2018

2. Current commitment and value of work in hand 2018.
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3. Attach copies of the Company's previous two years' accounts profits assets/liabilities and other financial data, which you consider to be useful.
4. Name and address of Banker where references can be obtained. Provide Bankers Report financial status and overdraft facilities.

**C. RESOURCES: PERSONNEL/PLANT EQUIPMENT****1. Total Number of Staff in the Company:**

Technical:	Administrative:
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**2. Staff proposed to work on this Project:**

Name:	Position :	No. of Years of experience in construction:

**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.

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

**D. RESOURCES: OTHER**

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).
2. Provide details of 'off-site' fabrication available to the Tenderer.