

REQUEST FOR QUOTATION

**Title of Works: RFQ Reference Number – Location Code –
Building Name – Title of Works, Campus**

Job Card Number: _____

Date: Day, Month, Year



The University of the South Pacific
Laucala Bay, Suva, Fiji
Ph : (679) 323 2391
Fax : (679) 323 1707
Email: maintenance@usp.ac.fj
www.usp.ac.fj

1.0 Introduction

The University of the South Pacific (USP) is the premier provider of tertiary education in the Pacific region and an International Centre of excellence for teaching, research and consulting on all aspects of Pacific life. USP comprises a vibrant community of staff and students from its twelve-member countries and internationally. The twelve-member nations are Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu. Collectively, the University’s 14 campuses are located across 33 million square kilometres of ocean, covering five different time zones.

2.0 Purpose

As part of its maintenance delivery, the University seeks quotations from qualified and experienced contractors to undertake the following:

- Planned Preventative/Cyclic Maintenance Works
- Repair/Corrective/Response Maintenance Works
- Renovation/Upgrade/Enhancement Works
- Support Maintenance Activity, BAU Maintenance

3.0 Location & Access to Works

Location Code, Building Name, Campus

Site Map

(insert site map showing the building location, storage area, loading/unloading zone, carpark facilities)

Bidders Signature and Company Stamp:.....

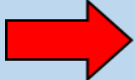
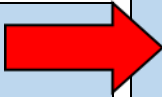
Date:

NOTE: Failure to fill out the below price template in full may result in an invalid bid

No.	Description of Tasks	Area/ Dim/Vol/ Size/ No	No. of Locations	Deliverables (Required to approve payment)	Cost \$ VIP Fill All Prices Below!	Detail Timeline Days/hrs. Fill Below!
Preliminary & General						
1	Site Barricades and Site Safety Signage Required	<u>Yes/No</u>		Approval by site supervisor		
	Access at Height Required (Scaffolding or ladder etc.) Scaffolding permit is required from MOL if used – (Job Safety Analysis to be provided by Contractor)	<u>Yes/No</u>		Permit issued by USP and scaffolding certification by Labor Ministry		
	Hot Works Required (Job Safety Analysis (JSA) to be provided by Contractor)	<u>Yes/No</u>		Permit to be issued by USP		
	Confined Space Entry Required	<u>Yes/No</u>		N/A		
	Storage on site Permitted (At owners' risk)	<u>Yes/No</u>		Approval by site supervisor		
	Noise Restrictions Apply	<u>Yes/No</u>		Approval by site supervisor		
	Access to site services (Power and water)	<u>Yes/No</u>		Approval by site supervisor		
	Electrical Lockout and Tag out Required	<u>Yes/No</u>		Approved by USP Electrician supervisor		
	Contractor OHS Induction Video/ HESS Plan https://www.usp.ac.fj/estates-infrastructure/our-services/occupational-health-and-safety/working-safely-in-the-university-of-the-south-pacific/	<u>Yes</u>		Signed Copy of Attendance form		
	Contractor to follow all Covid-19 Protocols as per local authority requirements as well as any additional Covid-19 measures implemented by USP detailed below.	<u>Yes/No</u>		PDF -Photos of Completed Task		

Bidders Signature and Company Stamp:.....

Date:

No.	Description of Tasks	Area/ Dim/Vol/ Size/ No	No. of Locations	Deliverables (Required to approve the payment)	Cost \$ VIP Fill All Prices Below!	Detail Timeline Days/hrs. Fill Below!
TASK						
2		•		PDF - Photos of Completed Task (Before/ After) Report Certification		
3		•				
TOTAL COST, inclusive of all taxes and mobilization works.				Price Validity 120 days VIP\$		
TOTAL DAYS (Completion time in working days/hrs.)		Working days/hrs. are Monday to Friday 8.00 am to 4.30 pm				
Work outside of Normal Working Days Permitted (After hours and weekends)		<u>Yes/No</u>		Approval by Site Supervisor		

Bidders Signature and Company Stamp:.....

Date:

- **Note: The University of South Pacific USP will not be liable for any additional cost incurred by the Contractor in the implementation of COVID-19 protocols, restrictions and lockdowns imposed by Local Authorities during the term of this contract. Extension of Time (EOTs) procedures apply.**
- **The contractor to declare any of subcontracting works as part of the bid submission and will not subcontract part or entire works to any 3rd party, without prior approval from USP.**

4.0 Evaluation Criteria

The University of South Pacific is not bound to accept the lowest tender, or any tender submitted. USP, at its discretion, will accept the tender that it determines provides the most advantageous result. Bids will be assessed on “conformity to the documentation” and “value for money” (the most cost-effective offer determined by considering all price and non-price factors relevant to the proposed contract). The assessment criteria may be based on the criteria below:

#	Technical Evaluation Criteria	Score/Ratings (%)
1	Work schedule is provided in sufficient detail, and the proposed total days’ work duration is within a reasonable period for works of this nature. (Refer 4.0 Scope, Deliverables and Price Bid). Bidders have signed and stamped all pages in section 2/ scope of works to confirm their proposed total completion time in days.	50
	<u>Bidders who have not been awarded similar works</u> with the University within the last 12 months are required to submit 3 reference letters from existing or former clients for works completed within the last 24 months.	
2	Refer 4.0 Scope, Deliverables and Price Bid has been signed confirming price validity for 120 days. Price Bid is verifiable with all line items accounted for and is inclusive of all taxes.	50
Total		100

NOTE: Additionally, to the -rated criteria above, the following MANDATORY Criteria is applicable as indicated below. Failure to comply with any of the following requirements can result in the disqualification of the bidder.

Required for this Bid	Mandatory Information Required for this bid!
Yes/No	Evidence of the company’s public liability cover - bidders who have valid PL cover and supplied evidence of this to USP within the last six months need NOT resupply this information.

Bidders Signature and Company Stamp:.....

Date:

Yes/No	If not already provided to USP, the final bidder WILL BE REQUIRED to produce the required licenses, certifications and permits for specialist workers and equipment's (electrical, etc.) prior to the finalization of any contract and the start of any works.
---------------	---

5.0 Submission

Submissions, including the Price Proposals, should be submitted (through the bidder's official letterhead electronically) on USP's E-Quote Portal. You can access using this link <https://mis.usp.ac.fj/proc>. Bids submitted by hand-delivery, email or facsimile will not be accepted. The submissions must be in English.

The Request for Quotation will close on _____, **at time (Local Time)**.

A Pre-Bid meeting for this project will be held on _____, **at Time (Local Time)** at the **Building Name / Room Number** located at **Campus**, followed by a site visit.

The Contractor shall familiarize themselves with the scope of works before submitting a quote and will visit the site to confirm working dimensions and tolerances as required. USP reserves the right to remove tasks from the scope of works and any costs related to it.

6.0 Enquiries

All enquiries relating to this RFQ must be directed to **Name of USP Representative (Project Manager)** by email.....between 8:00 am and 4.30 pm, Monday to Friday. The last day of enquiry is **4 pm Tuesday** _____.

7.0 USP's Rights

USP reserves the right to accept or reject any submission and to annul, in whole or in part, or to suspend the EOI process and decline all submissions at any time and without reason prior to award, without incurring any liability to the participating firms. USP is not obliged to respond to any queries regarding the final decision made by the evaluation committee.

Bidders Signature and Company Stamp:.....

Date:

8.0 Appendix A
(Pictures, Drawings, Reports etc. to reference scope line items)

Bidders Signature and Company Stamp:.....

Date: