



**TENDER NO:     / 2020**

**NEW PARTITION AT EASYPAY CASHIER AT  
PNGPOWER NATIONAL OFFICE,  
SECTION 12 ALLOTMENT 01 – HOHOLA, NCD**

*Property Development Team  
Property Services Group  
Finance & Shared Services BU  
P. O. Box 1105, BOROKO 111  
National Capital District*



**TENDER NO:     / 2020**

**CONSTRUCTION OF NEW PARTITION WALL FOR EASYPAY COUNTER**  
**AT PNG POWER NATIONAL OFFICE - SECTION 12,**  
**LOT 01, HOHOLA, NCD**

Prepared By: .....

Checked By: .....

Date: .....

28/9/2020

**PNG POWER LIMITED**

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## **FRONTISPIECE**

### **BRIEF DESCRIPTION OF TENDER**

This Tender is purposely for the construction of a new partition for the Easy-Pay Counter at PNG Power National Office, Section 12, Allotment 1, Hohola, NCD; and other associated works required under this contract.

**PNG POWER LIMITED**

**SECTION 1**

**CONSTRUCTION OF A NEW PARTITION FOR THE EASY-PAY COUNTER AT PNG POWER NATIONAL OFFICE, SECTION 12, ALLOTMENT 1, HOHOLA, NCD.**

**(A) INVITATION TO TENDER**

Tender close with:

PNG Power Limited,  
P. O. Box 1105,  
**BOROKO,**  
Papua New Guinea

At 4:00 pm \_\_\_\_\_ 2020.

The Tender Submission shall consist of the following, all duly completed;

- Form of Tender
- Schedule of Quantities
- GST and Tax Registration Numbers
- Additional information/price offered by the Supplier to aid the evaluation of the Tender .

Enquiries during the Tender period shall be addressed to:

PNG Power Limited,  
P. O. Box 1105,  
**BOROKO,**  
Papua New Guinea.

**ATTENTION:** Mr. Ivan Anengo  
Senior Property Development Officer  
Finance & Shared Services Business Unit

Fax: 323 5239  
Telephone: 324 3514  
Email: [ianengo@pngpower.com.pg](mailto:ianengo@pngpower.com.pg)

(B) FORM OF TENDER

**CONSTRUCTION OF A NEW PARTITION FOR THE EASY-PAY COUNTER AT PNG  
POWER NATIONAL OFFICE, SECTION 12, ALLOTMENT 1, HOHOLA, NCD.**

Companies bidding are required to complete the blank spaces in this Tender Form and complete the Schedules included.

To:

PNG Power Limited  
P. O. Box 1105,  
**BOROKO.** NCD

Gentlemen,

1. Having examined the Drawings, Specification and Schedules for the execution of the above named Works, we, the undersigned, offer to execute and complete the works accordingly for the sum of (words & figures)  
.....  
.....(K.....)
2. We undertake, if our tender is accepted, to complete and deliver the whole of the works within one (1) week from the date of receiving your Official Order.
3. We agree to abide by this Tender for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before expiration of that period.
4. This Tender, together with the receipt of your Official Order thereof, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any Tender you may receive.

Signed and sealed for and on behalf of: )  
..... )  
by ..... )  
the ..... )  
of the said Company herein )  
authorised in the presence of )  
Address of Company Bidding:..... )

**(C) TENDER DATA**

**CONSTRUCTION OF A NEW PARTITION FOR THE EASY-PAY COUNTER AT PNG  
POWER NATIONAL OFFICE, SECTION 12, ALLOTMENT 1, HOHOLA, NCD.**

**(i) TENDERER'S ORGANISATION**

1. Name: ..... Nationality: .....
2. Business Address: ..... Fax: .....
- P. O. Box No: ..... Phone: .....
- .....

**(ii) CONTRACT SUPERVISION**

Tenderers shall list their proposed supervisory staff for this Contract. (number and designation only).

**(iii) STATEMENT OF EXPERIENCE**

The Tenderer shall state hereunder facts in detail describing previous experience and achievements in performing similar or comparable works together with the names of authorities for whom, and the dates when, such works was carried out.

## **CONSTRUCTION SCHEDULE**

### **CONSTRUCTION OF A NEW PARTITION FOR THE EASY-PAY COUNTER AT PNG POWER NATIONAL OFFICE, SECTION 12, ALLOTMENT 1, HOHOLA, NCD.**

The Bidder should indicate his proposed program for completing various stages of the work by filling in the schedule below.

	TIME IN DAYS				
ACTIVITY	1	2	3	4	5
Mobilisation / Establishment & Set-Up					
Metal Works					
Joinery & Hardware					
Glazing Works					
Painting Works					
Clean Up					



(D) **PRICE SCHEDULES**

**CONSTRUCTION OF A NEW PARTITION FOR THE EASY-PAY COUNTER AT PNG  
POWER NATIONAL OFFICE, SECTION 12, ALLOTMENT 1, HOHOLA, NCD.**

(i) **LUMP SUM BREAKDOWN**

1.0	Mobilisation, Site Establishment & Set Up	K.....
2.0	Metal Works	K.....
3.0	Joinery & Hardware	K.....
4.0	Painiting Works	K.....
5.0	Cleaning	K.....
	Sub-total	K.....
	GST	K.....
	<b>TOTAL LUMP SUM</b>	K.....
	(Carried to Form Tender)	

(ii) **SCHEDULE OF RATES FOR VARIATION**

The Contractor shall list the rates for performance of the type of work listed below. These rates shall be used for calculating the amount of any variation to the contract involving that type of work.

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Rate</u></b>
1.	Painting (including preparation)	m <sup>3</sup>	
2.	Etc.		

Name of Contractor: .....

Signature: .....

Date: .....

Witness: .....

## **SECTION 2    TECHNICAL SPECIFICATION**

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**(A) JOB SPECIFICATION**

**1. SCHEDULE OF PRELIMINARIES**

**1.1 GENERAL**

The Contractor shall carry out the works as detailed and/or inferred in the Technical Specification comprising of Trade Schedules and Drawings which takes precedence over the Standard Specification, Part (B).

**1.2 STANDARDS**

All works shall be carried out to the accepted standard trade practices, Local Authority Regulations and the relevant PNG and Australian Standards.

**1.3 NATURE OF CONTRACT**

The contract will be Fixed Price Lump Sum Contract. Approved variations shall be paid for at the applicable rates listed in the Schedule of Rates for Variations.

**1.4 LOCATION OF SITE**

The work site is located within the vicinity of PNGPower National Office at Section 12, Allotment 01 - Hohola, National Capital District.

**1.5 DESCRIPTION OF WORK**

All works covered in this contract is as stipulated within the scope of works. It basically requires, carpentry, painting electrical and mechanical.

**1.6 SITE INSPECTION**

The Contractor shall inspect the site prior to lodging his Tender and satisfy himself with the nature of the site, PNG Power Ltd will not be liable if conditions proved otherwise climatic conditions and services relevant to the contract.

**1.7 POSSESSION OF SITE**

Possession of Site shall be on the date stated in the Letter of Acceptance to the successful tenderer.

The Contractor shall be given such possession of the site as is considered necessary to carry out these works, but such possession shall not be deemed to mean exclusive possession.

**1.8 SITE OPERATIONS**

**1.8.1 Safety**

**SAFETY FIRST.** The Contractor shall ensure that all of his/her workers must be in full proper attire and proper safety wear before carrying out any work on site.

All accidents are preventable but failure to adhere to basic rules can lead to unwanted penalties.

**1.8.2 Site Facilities**

The Contractor shall arrange for and meet all the costs associated with the provisions of his electricity, telephone, water ablution facilities, temporary buildings for his workmen including site security.

**1.8.3 Keep good housekeeping.**

**1.8.4 All matters and conditions regarding safety, health and welfare of persons working on site shall be the responsibility of the Contractor.**

**1.9 CONSTRUCTION SCHEDULE**

The Contractor shall provide a detailed construction schedule expanding on the Tender Construction Schedule within (2) days of acceptance of contract.

**1.10 USE OF SECOND HAND MATERIALS**

No second hand materials shall be used unless indicated in the specification or shown on the drawing or until they have been inspected and approved by the Superintendent. Any materials reused shall be finished to "as new" condition.

**1.11 SETTING OUT**

The works shall be located where indicated on the drawings, however, the accurate setting out and adherence to details of levels and squareness of the building will be the sole responsibility of the Contractor.

**1.12 TIME FOR COMPLETION**

The works shall be Practically Completed within One (1) weeks from the date of Possession of Site given in PNG Power's Letter of Acceptance.

**1.13 DEFECT AND LIABILITY PERIOD**

The period of 3 months will be allowed for defects and liability after completion of works. The contractor is free when 3 months is over; but if any defects appear within 3 months the contractor will be called to fix at free of charge.

**1.14 VARIATIONS**

Variations are not tolerated as the contractor must make an attentive assessment of the scope of works and site conditions. The contractor shall allow for the miscellaneous expenses before submitting the quotation as there may be difficulties in sourcing additional funds after the signing of the contract.

The Contractor shall notify the PNG Power Building Supervisor or Project Manager; and a joint inspection shall be scheduled before the signing of the completion certificate (COC).

**1.15 CLEANING UP**

Upon completion of the works, the contractor shall leave the work areas clean and clear of rubbish, excavated material and access material which is of no use to PNG Power. All rubbish shall be dumped at the local authority's official garbage dump and not at or around the work site.

**DESCRIPTION OF WORKS****2.1 MOBILISATION & SITE ESTABLISHMENTS**

- 2.1.1 The Contractor shall organise and mobilise on site upon PNGPower Ltd's instruction or upon receiving of PNGPower Ltd's Official P.O (Purchase Order).
- 2.1.2 The Contractor shall arrange for storage spaces on site to store materials, tools and other plant and equipments.
- 2.1.3 All measurements to be confirmed at the site prior to the procurement of materials needed for the new partition.

**2.2 METAL WORKS**

Construct new partition wall to full height.

- 2.2.1 Supply and install aluminium frames. Frames for the fixed glass panel and plasterboard.
- 2.2.2 Supply and install Amplimesh, where indicated in the drawing.
- 2.2.3 Supply and install new braces and strips necessary for the new partition.
- 2.2.4 Fasteners  
Supply all nails, panel pin, tacks, clouts, screws, bolts and power driven fasteners as appropriate for the completion of work.

**2.3 JOINERY AND HARDWARE**

- 2.3.1 Doors  
Supply and install 1x new glass door with lockset and door stop.
- 2.3.2 Door Locks  
Provide magnetic door stoppers to entry door where appropriate.
- 2.3.3 Hinges and Catches  
All door hinges shall have a new 100mm butt steel hinges. Mark out for fitting of the butt steel hinges shall be 150mm from the top of the door and 200mm up from the bottom edge of the door.
- 2.3.4 Supply and install 12.5mm thick plasterboard for the area where indicated in the drawing. Apply appropriate gap filler and plaster to conceal gaps between joints.

**2.4 GLAZING WORKS**

- 2.4.1 Supply and install 3x gray tinted fixed glass panel with aluminum frames, where indicated in the drawing.
- 2.4.2 Supply rubber wedges and blocks for all glass panel.

## **2.5 PAINTING SPECIFICATION**

### **2.5.1 Quality of Materials**

The contractor shall supply all painting materials and store them neatly in an appropriate area free from dust, moisture or anything that may have an immediate effect on painting materials.

All materials used for this painting work shall be of higher grade. No second grade materials shall be used, if the contractor shall or may want to use second graded materials, the contractor must seek Inspector's approval.

### **2.5.2 Brand**

The contractor shall supply materials such as, undercoat, turps, final coat etc, from the same Manufacturer. Mixtures of painting materials from different brand of manufactures shall not be allowed.

### **2.5.3 Wash down**

All painting surfaces shall be thoroughly washed down with approved detergent or sugar soap prior to commencement of any painting work. The contractor shall seek approval from PNG Power supervisor after thorough wash down all surfaces before commencing of painting work.

### **2.5.4 Drop Sheet**

A drop sheet shall be used by the Contractor during the cause of the painting work to protect the floor of the building.

### **2.5.5 Under Coats**

A oil base Acrylic under coat or similar approved type under coat that can quickly settled and dried shall be used. The Contractor shall apply one (1) coat on old surfaces. 2 coats of under coats on new surfaces.

### **2.5.6 Putty**

The contractor shall use sparkfilla and polyfilla or similar approved putty to fill holes, gaps or any uneven surfaces. Puttied areas shall be left for a day before any sanding is carried out. This putting work shall be carried out after painting of first coat of under coat.

### **2.5.7 Final Coat**

After completion of the sanding work to all painting surfaces, the contractor shall carry out the painting of the final two (2) coats. Colours shall be preferred by the PNG Power Supervisor.

### **2.5.8 Turpentine**

The Contractor shall only use turpentine to wash paintbrushes or to soften paint so that paints are flexible and easy to use. Kerosene shall not be used when carrying out the painting work.

### **2.5.9 Scaffolding**

The Contractor's responsibility to provide necessary scaffolds and securely fixed to avoid accidents. PNG Power shall not be responsible for any accident created due to negligence.

### **2.5.10 Painting**

- a. The contractor shall use Taubmans paints only when carrying painting works.
- b. Do not apply under coat without the approval of the PNG Power Inspector.

- c. All existing paint surface shall be cleaned and washed down properly with sugar soap or detergents prior to applying of any under coat.
- d. Supply paints that matches the current wall colours. Consult PNG Power Inspector for colour scheme.
- e. New surfaces shall have 2 coats of undercoat before applying of 2 final coats.

## 2.6 CLEANING UP

All materials deemed to be intact after demolition and cleaning up must be returned to PNGPower Property's Workshop.

Upon completion of the works, the contractor shall leave the work areas clean and clear of rubbish and excess material which is of no use to PNG Power.

All rubbish shall be dumped at the Local Authority's official dump site and not at or around the work site.

\*\*\*\*\*END OF SCOPE\*\*\*\*\*

## SECTION 3 LIST OF DRAWINGS

The Contractor shall undertake the works for Tender in accordance with the Drawings listed below and as appended. The drawings form part of the Contract Documents and all notes on the drawings are considered to be part of the drawings and the Contract. If the drawings conflict with any other part of the Contract Documents, the drawings will take precedence.

Drawing Ref. No.	Drawing Title	Date of Issue
<b>MXXXXX</b>	<b>NEW PARTITION AT EASYPAY CASHIER AT PNGPOWER NATIONAL OFFICE, SECTION 12, LOT 1 – HOHOLA, NCD</b>	<b>OCT' 2020</b>
Sheet 01 of 01	- Proposed New Partition	



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CAD Filename: HQPPLHQLE01A.DWG Series: 1 : 25 / AS SHOWN	Date Plotted: 25.06.10 Time Plotted: 12:00PM						



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Scale	1:20	Sheet	01 OF 01
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Location	Title	Revision
	A3	

PNGPOWER LTD. SECT 12, LOT 01 - HOHOLA, NCD  
**EASYPAY & CUSTOMER SERVICE COUNTER**  
**PROPOSED NEW PARTITION**



## NEW PARTITION WALL @ EASYPAY COUNTER, SECTION 12, LOT 01 - HOHOLA, NCD

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The attached photo displays the Easypay & Enquiries Counter view from the lounge area. This section is located at the South Side of the PNG Power National Office.

