

52ST.305



## TENDER FORM

The Chairman -- Tender Opening Committee  
PNG Power Ltd  
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BOROKO 111 NCD  
Papua New Guinea  
Phone: (675) 324 3381  
Fax: (675) 3250791  
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We (Full name of company).....  
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.....

hereby tender for the undermentioned goods and services subject to the conditions of tendering and at the prices quoted in the scheduled therein

**TENDER No.** 53/2019

**CLOSING AT** 4.00 PM FRIDAY 13<sup>TH</sup> SEPTEMBER 2019

**FOR** THE SUPPLY AND INSTALLATION OF WORK STATIONS TO SUIT NEW RESTRUCTURE – LEVEL THREE (3) – GENERATION TRANSMISSION AND DISTRIBUTION BUSINESS UNIT AT PNG POWER Ltd NATIONAL OFFICE, HOHOLA, NATIONAL CAPITAL DISTRICT.



**PROPERTY DEVELOPMENT SECTION**  
**ADDITIONAL WORKSTATION SET UP - HQ PNGPOWER, HOHOLA, NATIONAL CAPITAL DISTRICT**

**1. INTRODUCTION**

This specification summarizes the standard of workmanship, quality of materials, project supervision, scope of work, and general conditions that are relevant which shall be adopted under this contract.

**2. LOCATION**

This property is located at Section 12, Allotment 01, Hohola, National Capital District. The PNG Power Limited HQ.

**3. SITE INSPECTION**

A joint inspection shall be carried out by PNG Power and the prospective contractors where the contractor shall carry out a thorough property inspection to determine the extent of the work(s) required in the scope of works prior to submitting their quotation and/or tender proposal. Variations will not be accepted as part of this contract. The contractor shall ensure all works in the scope are included in their quotation after the site inspection unless otherwise specified and/or agreed to by both parties subject to unforeseeable incidences.

**4. QUOTATION**

- 4.1 The contractor after inspection shall submit their quotation to Property Services Group – National Office Services Team.
- 4.2 The contractor's quotation shall also include the project duration.
- 4.3 The contractor's price shall include the break up cost.
- 4.4 The contractor if not vetting yet with PPL shall include the updated company profile, IPA certificate current COC, experience in carrying out similar projects.

**5. WORK COMMENCEMENT AND COMPLETION DATE**

Upon receiving of the PNG Power Official Contract Order (CO) or Letter of Acceptance (LoA), the successful contractor shall liaise with the PNG Power Project Manager to set commencement and the completion dates.

The PNG Power Project Manager shall ensure that the contractor complete all works in the scope in the given period. However, if the contractor shall not meet the completion target date, they shall inform the PNG Power Project Manager two weeks in advance and must provide valid reasons for not meeting the completion date.

PNG Power will exercise the option to either extend the time period or terminate the contract subject to the contractor performance and their justifications for incomplete works.

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## **6. PAYMENT**

Payment shall be made in *milestone progressive payments*:

- 1) Mobilisation – upon possession of the site contractor shall be paid 50% of the total contract price.
- 2) 40% payment shall be made upon completion of all works stipulated in the scope of works subject to recommendation of the PNG Power Inspector.
- 3) 10% Retention - payment to be made after the defects liability Period.

## **7. PROJECT SUPERVISION**

Queries arising in relating to this contract shall be forwarded to PNG Power Coordinator National Office to be dealt with. All matters shall be resolved within a minimum of seven (7) days period.

## **8. QUALITY OF MATERIALS**

The contractor shall use standard quality materials unless otherwise specified when carrying out the work and where PNG Power Inspector shall find the contractor using low quality materials, that work shall be removed and redone at contractor's cost.

## **9. QUALITY OF WORKMANSHIP**

The contractor shall employ experienced or skilled workmen and evidence of their qualification and certificates shall be provided in their tender submission. The workers shall be supervised by a tradesman supervisor for all trade related work as PNG Power expects a high standard of workmanship when carrying out the work.

The Contractor is required to provide the quotation break up and total lump sum price as requested to complete this project.

## **10. SAFETY**

All Safety procedures, regulations and precautions as observed by PNG Power shall be adhered to by the contractor.

PNG Power shall provide the relevant safety guidelines including Emergency Evacuation Procedure.

## **11. SCOPE OF WORK**

This Scope of Works defines and covers the PNG Power installation of new workstations complete with drop poles to allow for service runs. It also includes the terms and conditions to which the Contractor shall adhere to in performing the works described herein. The works included but not limited to the following:

### **11.1 Mobilization**

The contractor shall be responsible for the mobilization of tools & equipment to site and site supervision.

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## **11.2 Demolition Works**

### **11.2.1 Demolition of existing Workstations**

All demolished workstations to be removed from the building and relocated to the nominated area for storage.

### **11.2.2 Remove and Realign workstations**

Remove and relocate the existing workstations that are to be retained to suit the proposed workstation layout.

## **11.3 New Workstation Installations:**

### **11.2.1 General**

Comply with all relevant Manufacturers' Specification.

### **11.2.2 Workstation**

The workstation supplied shall comply with the following specifications:

The thinness of the workstation shall be of minimum and not less than 35mm thickness.

The required area allowable per person is not more than 2.5-meter square.

Drop poles should have compartments for electrical, Voice & LAN runs into the workstations. The diameter of the drop poles should not be less than 50mm if round and not less than 50mm square if not round.

The contractor shall provide their scope for the installation works including removing the old workstations and relocating where required.

The workstations have to be the standard color and type selected/specified by PPL

### **11.2.3 Electrical Works – mains cabling and cable upgrades**

The electrical works will be carried out by others.

Workstation setup team have to be available to ensure, drop poles are cut to size and install.

Once the cabling is done the drop poles have to be secured in place and it has to be plumped & aligned.

### **11.2.4 LAN & Voice Cabling**

The LAN & voice works will be carried out by others.

Workstation setup team have to be available to ensure, drop poles are cut to size and install.

Once the cabling is done the drop poles have to be secured in place and it has to be plumped & aligned by workstation installer.

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### 11.2.5 Defects Liability

Contractor shall provide a handover report upon completion of the project after checks are done to ensure the installation meets all requirements and standards. PNG Power Project Manager shall witness the handing over of the project.

A 3-month Defects Liability Period will be applied with a 10% retention of the final cost. Should there be any issues classified as defected to the installation during the period shall the contractor's responsibility to rectify.

Defects include; *incomplete tasks, substandard installations, and installations not in accordance of manufacturer's specifications and /or constructional defects, workmanship and etc.*

## 12. DEMobilization/Site Clearance

Upon completion of the project, the Contractor shall be responsible for demobilizing all equipment and tools from site. They shall ensure the following activities are completed to clear the site:

- 1) All rubbish, tools and equipment are cleared off from the site and the site shall be left neat and tidy.
- 2) All unused materials have been removed from the site.

### End of Scope

**Prepared by:** Coordinator National Office

Signature:  .....

Date: 14/08/19 .....

**Approved by:** Manager Property Services

Signature:  .....

Date: 14/08/19 .....

