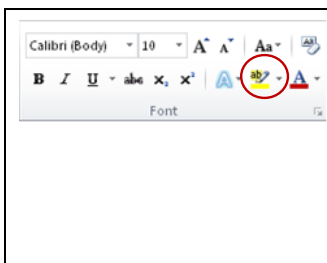


RFT Response Form

Provision of Cleaning, Hygiene, Sanitation & Pest Control Services for Nadi Airport Terminal, Hygiene, Sanitation & Pest Control for Fiji Airports Nadi offices, Nausori, Labasa, Savusavu and Matei Airport.

Instructions for Respondents

- Please use this Response Form in responding to our RFT. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this form please make sure that you have read the Request for Tender (RFT) in full and understand our Requirements (RFT Section 2), our Evaluation Approach (RFT Section 3) and the RFT Process, Terms and Conditions (shortened to RFT-Terms detailed in Section 6). If anything is unclear or you have any questions, please get in touch with our Point of Contact (RFT Section 1 paragraph 1.3) before the Deadline for Questions (RFT Section 1 paragraph 1.2).
- We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
- Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!



To remove highlight from text: select the text you want to remove the highlight from. In the 'Home' tab in the 'Font' group select the arrow at the right of the 'Text highlight colour' and select 'no colour'.

To remove highlight from table: Select the table you want to remove the highlight from. Right click and select 'Table properties' under 'Table' select 'Borders and Shading', select 'Shading', select 'Fill' use drop down to select 'No colour'.

Check list for Respondents.

Task	ü
1. Complete all sections of the Response Form.	
2. Delete all 'supplier tip' boxes from the Response Form.	
3. Remove all yellow highlight from the Response Form.	
4. Make sure that you have complied with the following instructions: <ul style="list-style-type: none">• mailbox size: refer to the RFT document Section 1, item 1.5	
5. Arrange for the declaration to be signed.	
6. Prepare your Tender for electronic submission by creating a final soft copy file.	
7. Arrange for the Tender to be delivered electronically on Tenderlink before the ATM Close Date and ATM Close Time refer to the RFT document Section 1, paragraph 1.2 and on Tenderlink.	



Appendix D

Response Form

In response to Request for Tender

by: Fiji Airports

for: Provision of Cleaning, Hygiene, Sanitation & Pest Control Services for Nadi Airport terminal, Hygiene, Sanitation & Pest Control for Fiji Airports Nadi offices, Nausori, Labasa, Savusavu and Matei Airport.

Date of this Tender: [insert date of this document]



Supplier tips

Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means 'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the marketplace that does not submit a Tender.' Definitions are at the end of RFT Section 6.

1. About the Respondent



Supplier tips

- The section gives the Fiji Airports basic information about your organisation and identifies your Point of Contact for the duration of the RFT process.
- If an item is not applicable e.g. you do not have a registered office, complete the box by stating 'not applicable'.
- If you are submitting a joint or consortium Tender complete an 'Our profile' table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Tender.
- The Respondent acknowledges that if its Registration of Interest was not lodged on a Joint Bid Basis it will not be permitted to lodge a tender on a Joint Bid Basis.

Our profile

Choose one of these statements to complete, and delete the others

This is a Tender by [insert the name of your organisation] alone to supply the Requirements.

OR This is a [joint/consortium] Tender by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

Item	Detail
Trading name:	[insert the name that you do business under]
Full legal name (if different):	[if applicable]
Physical address:	[if more than one office – put the address of your head office]
Postal address:	[e.g. P.O Box address]
Registered office:	[if you have a registered office insert the address here]
Business website:	[url address]
Type of entity (legal status):	[sole trader / partnership / limited liability company or other entity / other please specify]
Registration number:	[if your organisation has a registration number insert it here e.g. company registration number]
Country of residence:	[insert country where you (if you are a sole trader) or your organisation is resident for tax purposes]
TIN number (if registered in Fiji):	[TIN Number / if overseas please state]

Our Point of Contact

Item	Detail
Contact person:	[name of the person responsible for communicating with the Fiji Airports]
Position:	[job title or position]

Item	Detail
Phone number:	[landline]
Mobile number:	[mobile]
Email address:	[work email]

2. Response to the Requirements



Respondent tips

- In this section you are asked to provide your response to our Requirements (RFT Section 2) by demonstrating your organisation’s ability to meet our criteria (RFT Section 3: Our Evaluation Approach). Carefully read RFT Sections 2 and 3 before completing this part.
- If there is anything that you do not understand ask our Point of Contact to clarify.
- If any information you provide is commercially sensitive to your organisation you must let the Fiji Airports know. Please mark the information ‘commercially sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. The Fiji Airports has a duty to protect Confidential Information subject to the exceptions in the RFT-Terms (Section 6).
- If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into the Tender. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Tender.
- You may include information not specifically requested by us in your Tender. But only if it adds value and is relevant to the Requirements.

Preconditions

Each Tender must meet all of the following pre-conditions. Tenders which fail to meet one or more will be eliminated from further consideration. Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting a Tender.

1	Pre-conditions for Tender Response
a.	For those firm’s registered in Fiji – Have current FRCS and FNPF compliance certificates. Attach copy of FRCS and FNPF compliance certificates. [insert your answer here]
b.	To hold a minimum \$1 million dollars FJD in Public Liability Insurance. Attach copy of insurance. [insert your answer here]
c.	Must have valid registration and must have been established for not less than 3 years from the date of the tender advertisement. Attach a copy of business registration. [insert your answer here]

Questions relating to the evaluation criteria.



Respondent tips

- Here you are asked to answer questions relating to the evaluation criteria. Your Tender will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
- Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
- If you have made any assumption about the Requirements or delivery, clearly state the assumption.
- There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.

1. Fit for purpose / proposed solution	Weighting 30%
1a. Compliance with specifications of Tender	
[insert your answer here or attach]	
1b. Quality & Suitability of Product Specifications	
[insert your answer here or attach]	
1c. Customer Services & Quality System Deliverables	
[insert your answer here or attach]	
1 d. Operations/ Workplan	
[insert your answer here or attach]	
1e. Details for All Proposed Equipment and Quantity	
[insert your answer here]	
1f. Equipment Availability (Currently owned verses subject to procurement)	
[insert your answer here]	
1g. Detail and include your quality assurance plan & OHS Policy / compliance for the works.	
[insert your answer here]	

1h. Detail any other commitments associated with the nominated equipment which may impact on equipment availability for the works.

[insert your answer here]

1i. Respondents must submit financial statements for the last 2 years.

[insert your answer here]

1j. Respondents must submit bank reference to ascertain the capability to undertake the required works

[insert your answer here]

2. Capability of the Respondent to deliver

Weighting 30%

2a. Provide examples of similar works undertaken, scope of work and total value of the contract.

[insert your answer here]

2b. Key Personnel (provide CVs of Site Manager and Supervisor) and details of staff with applicable experience. Details of staff certified to work on heights.

[insert your answer here]

2c. Provide your equipment management and preventative maintenance plans. Detail the qualifications and experience of the persons responsible for equipment maintenance.

[insert your answer here]

2d. Explain your Environment Management approach.

[insert your answer here]

3. Broader Outcomes – Community Benefits

Weighting 10%

3a Describe how you will offer training and development opportunities as a part of this contract to Fiji Airports staff. Detail your professional development of local Fijian's with examples of past staff development that has been achieved.

[insert your answer here]

Assumptions

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

4. Price



Respondent tips

- In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Requirements.
- Fiji Airports will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Offered Price and Pricing Requirements. The Fiji Airports reserves the right to reject any Offer that does not properly address and satisfy any of the Offered Price and Pricing Requirements.

Price as a weighted criterion-30%

Please submit your financial information and pricing using the following pricing schedule. The Schedule may be used for the purpose of progress claim assessment and as a basis for negotiations for variations under the contract. The Respondent shall be responsible for the completion of all contract activities and this Schedule shall not restrict completion. This Schedule shall be read in conjunction with all other parts of the contract and is a summary of the values as provided in the detailed Schedule of Price. Line items against which no amounts are stated whether quantities or rates are given or not, shall be regarded as covered by other line items in the Schedule of Price.

This is a Schedule of Rates/ Measure and Value Contract. Rates and prices include for supervision, labour, plant, equipment, consumables and all other things necessary to fulfil the Contractors obligations under the Contract. All rates and prices indicated are to be fixed and firm (i.e. no rise and fall) for the duration of the works.

The extent of the Work will be in accordance with the specification requirements, Method of Works Plan, contract terms, Drawings, and the like.

The below table details the summary values of the Schedule of Prices document and details the tendered Contract Sum for the Contract.

FEE BREAKDOWN	VEP (\$)
Nadi Airport Terminal	
Cleaning services	
Chemicals	
Toilet Paper	
Equipment	
Paper Towel	
Hygiene & Sanitation	
Pest Control	
Nadi Fiji Airports Offices	
Hygiene & Sanitation	
Pest Control	

Nausori Airport	
Hygiene & Sanitation	
Pest Control	
Labasa Airport	
Hygiene & Sanitation	
Pest Control	
Taveuni Airport	
Hygiene & Sanitation	
Pest Control	
Savusavu Airport	
Hygiene & Sanitation	
Pest Control	
Total Fee	

Assumptions

Please state any assumptions that you have made in relation to the cost and pricing information.

5. Proposed Contract/Commercial Position



Supplier tips

- In the RFT Section 5 and Appendix E we have detailed the terms and conditions of our Proposed Contract. We need to know whether or not you are prepared to do business based on the Proposed Contract.
- If you have any points that you wish to make about the Proposed Contract this is where you tell us. Note below any suggestions or changes you wish to propose.
- It is important that, if asked, you are able to explain why your changes are important to you.
- In deciding which Respondent/s to shortlist the Fiji Airports will take into account each Respondent's willingness to meet the Proposed Contract terms and conditions.

Please note that Fiji Airports reserves the right to potentially invalidate a tender where the commercial concerns as listed significantly change or invalidate the proposed contract terms. The Respondent should provide proposed solutions that recognise the contractual intent.

Choose one and delete the other:

Having read and understood the Proposed Contract, in the RFT Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Fiji Airports following negotiations. OR

Having read and understood the Proposed Contract, in the RFT Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

Proposed Contract/Commercial Position		
Clause	Concern	Proposed solution
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]

6. Referees



Supplier tips

- Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e. not a friend or family member.
- The best referees are those for whom you have recently delivered similar goods or services.
- Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.

Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Tender. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Second referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Please contact me before you approach a referee for a reference	Yes/Not required
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7. Insurance Details



Supplier tips

- To assist the Respondent to demonstrate its ability to satisfy the evaluation criterion described section 3.3 of the Tender Conditions and to assist the Fiji Airports in evaluating its Tender, the Respondent is requested to provide details of the insurances which it has or proposes to put in place for the purposes of the Contract.
- If the Respondent wishes to lodge its Tender on a Joint Bid Basis, it is requested to provide any information in this Tender Schedule E - Insurance Details which it considers relevant to proposed joint bid arrangements (as applicable). Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e. not a friend or family member.

7.1 Do the terms of all insurances which the Respondent has or proposes to put in place for the purpose of the Contract comply with all requirements in clauses 8.1 -8.6 of the Special Conditions of Contract	Yes/No
7.2 Do the levels of all insurances which the Respondent has or proposes to put in place for the purpose of the Contract comply with the levels of insurance in clauses 8.1 -8.6 of the Special Conditions of Contract	Yes/No

If Yes to both , the Respondent is requested to provide details of the terms and levels of the insurances which the Respondent has or proposes to put in place for the purpose of clauses 8.1 -8.6 of the Special Conditions of Contract in Part 5, including as set out below:

INSURANCE TYPE	INSURER AND BROKER	RATING	POLICY NO	IS THE RESPONDENT A NAMED INSURED?	COVER	POLICY PERIOD	DEDUCT-IBLE
PUBLIC LIABILITY INSURANCE				[YES/NO] [IF NO, PROVIDE DETAILS]	IF WRITTEN ON OCCURRENCE BASIS: \$[1 million] each and every occurrence IF WRITTEN ON CLAIMS MADE BASIS: \$[1 million] per claim \$[1 million] in aggregate Worldwide limits: Jurisdictional limits:		
<i>[IF APPLICABLE - INSERT OTHER INSURANCES REQUIRED UNDER CLAUSE 8 OF THE SPECIAL CONDITIONS OF CONTRACT IN PART 5]</i>							

8. Our declaration



Supplier tips

- Here you are asked to answer questions and make a formal declaration.
- Remember to select 'agree' or 'disagree' at the end of each row. If you don't you will be deemed to have agreed.
- Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager.
- If you are submitting a joint or consortium Tender each Respondent (supplier involved in the joint or consortium Tender) must complete a separate declaration.

Respondent's declaration		
Topic	Declaration	Respondent's declaration
RFT Process, Terms and Conditions:	I/WE have read and fully understand the RFT, including the RFT Process, Terms and Conditions (shortened to RFT-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them.	[agree / disagree]
Collection of further information:	<p>The Respondent/s authorises the Fiji Airports to:</p> <ol style="list-style-type: none"> collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client use such information in the evaluation of this Tender. <p>The Respondent/s agrees that all such information will be confidential to the Fiji Airports.</p>	[agree / disagree]
Requirements:	I/we have read and fully understand the nature and extent of the Fiji Airport's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	[agree / disagree]
Ethics:	<p>In submitting this Tender the Respondent/s warrants that it:</p> <ol style="list-style-type: none"> has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor has not directly or indirectly approached any representative of the Fiji Airports (other than 	[agree / disagree]

the Point of Contact) to lobby or solicit information in relation to the RFT

- c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Fiji Airports.

Offer Validity Period:	I/we confirm that this Tender, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	[agree / disagree]
-------------------------------	---	---------------------------

Conflict of Interest declaration:	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Tender, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFT process the Respondent/s will report it immediately to the Fiji Airport's Point of Contact.	[agree / disagree]
--	---	---------------------------

Details of Conflict of Interest: [if you think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write 'not applicable'].

DECLARATION

I/we declare that in submitting the Tender and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Tender does not contain Intellectual Property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Tender, to make the statements and to provide the information in the Tender and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Tender may result in the Tender being eliminated from further participation in the RFT process and may be grounds for termination of any Contract awarded as a result of the RFT process.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

Signature:

Full name:

Title / position:

Name of organisation:

Date:

Operational Specification

AIRPORT CONSTRUCTION WORKS

COMMERCIAL IN CONFIDENCE

This document contains information that is Commercial in Confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.

Document Amendment Record

Date	Revision #	Prepared by:
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1 RELATED DOCUMENTS

This document should be read in conjunction with the Contract and the following referenced documents:

- 1.1.1 FA Airside Operation Manual
- 1.1.2 Emergency Response Procedure for the applicable Airport
- 1.1.3 FA OH&S Manual 4th Edition

2 DOCUMENT OBJECTIVES

2.1.1 This document provides guidance to the Contractor on the airport's operational requirements during the construction of works on Projects for Fiji Airports. Airports Fiji Limited trade as Fiji Airports (and referenced by the abbreviation FA in this document).

2.1.2 The following requirements are minimum requirements with which the Contractor shall comply. They do not limit the responsibilities or statutory compliance requirements of the Contractor under the contract.

2.1.3 The objectives of this specification are to:

2.1.3.1 ensure that construction is undertaken in a safe and environmentally acceptable fashion;

2.1.3.2 protect the current environment of the Airport;

2.1.3.3 minimize the disruption to the airport operations during construction;

2.1.3.4 ensure compliance with all relevant legislation, codes and regulations;

2.1.3.5 minimize the risks and nuisances associated with construction activities;

2.1.3.6 ensure that measures are in place to avoid, remedy or mitigate any adverse environmental or safety effects which may occur, and

2.1.3.7 maintain OHS&E best practice on site.

2.1.3.8 assist with the effective contract administration of the project.

2.1.3.9 Ensure that completed documentation as provided under this engagement is fit for purpose.

3 OPERATIONAL REQUIREMENTS

3.1 EXAMINATION OF THE SITE

3.1.1 The Contractor acknowledges that prior to entering into the Contract it has made a careful and complete examination and assessment of:

- (a) the Site on, under or in which any part of the Works are to be constructed or which is to be utilised in the performance of the work under the Contract, and all physical conditions above or below the surface or adjacent to the Site including any fixture structure or services all of which are accepted by the Contractor in their respective state and condition;
- (b) hydrological and climatic conditions;
- (c) any information made available to it by the FA, including all information relating to asbestos, contamination and other environmental issues at the Site;
- (d) the nature and extent of the difficulties, risks and hazards incidental to the performance of the work under the Contract including, prior works, existing structures, materials and conditions;
- (e) the extent and nature of work and materials necessary for the performance of the work under the Contract;
- (f) the means of accessing the Site; and
- (g) without limiting paragraphs (a) to (f), anything else which the Contractor could have discovered by the making of enquiries which a competent Contractor could have made.

3.2 PRIOR WORK

3.2.1 Where the proper execution of the Contractor's Activities is dependent upon or appreciably affected by the quality or completeness of any work to be carried out or that has been carried out by any other person ("**Prior Work**") the Contractor must:

3.2.1.1 inspect the Prior Work as soon as is practicable after FA gives the Contractor access to the Site;

3.2.1.2 if it discovers any defects or matters in or connected with the Prior Work which in its opinion renders or is likely to render the Prior Work unsuitable, unsatisfactory or detrimental in any way to the proper execution of the Contractor's Activities, immediately notify the FA in writing providing:

- full particulars of the defects or matters identified; and
- the reasons for the opinion formed by it in respect to the defects or matters identified; and
- The recommended Temporary works or rectifications required to mitigate or remove the impediment.

- not commence or continue with the execution of any part of the Contractor's Activities dependent upon or appreciably affected by the Prior Work the subject of the notice.

3.2.1.3 On receipt of the Contractor's notice, the FA will investigate the Prior Work the subject of the notice and:

3.2.1.4 if the FA agrees with the Contractor - issue a direction and the Contractor shall be entitled to a claim in accordance with the provisions of the contract; or

3.2.1.5 if the FA disagrees with the Contractor - issue an instruction to the Contractor to commence or continue with the Contractor's Activities which instruction may be the subject of claim or dispute pursuant in accordance with the provisions of the contract.

3.3.1 If the Contractor fails to:

3.3.1.1 inspect the Prior Work as required by this clause; or

3.3.2.2 notify the FA of any defects or matters which should have been detected at the time of such inspection by a prudent, competent and experienced contractor and which may render the Prior Work unsuitable, unsatisfactory or detrimental in any way for the proper execution of the Contractor's Activities, and the Prior Work subsequently proves to be unsatisfactory for the proper execution of the Contractor's Activities, then any work which is required to be executed in order to render the Prior Work suitable, satisfactory and non-detrimental for the proper execution of the Contractor's Activities will be performed by the Contractor at its own expense.

3.3.2.3 Notify the FA of any defects or matters which could not have been detected at the time of such inspection by a prudent, competent and experienced Contractor and which may render the Prior Work unsuitable unsatisfactory or detrimental in any way for the proper execution of the Contractor's Activities, and the Prior Work subsequently proves to be unsatisfactory for the prior execution of the Contractor's Activities, then any work which is required to be executed in order to render the Prior Work suitable, satisfactory and non-detrimental for the proper execution of the Contractor's Activities will be claimable in accordance with the provisions of the Contract.

3.3 JOINING UP

3.3.1 Where the method of joining up of old and new work is not specified, the cutting away and joining up must be carried out by the Contractor in a manner approved by the FA and made good in all trades to match existing adjacent work to the extent reasonably practicable.

3.4 PROJECT MEETINGS

The Contractor must ensure that its personnel attend meetings as directed by the FA which may take place either at the Site or at any other place nominated by the FA acting reasonably. The Contractor shall at its cost ensure that such of its representatives as the FA may nominate attend any such meetings.

3.4.1 PRE-START MEETING

3.4.1.1 The Parties shall prior to commencing any of the Construction works on Site, attend a pre-start meeting to be held at the address and time mutually agreed. The meeting shall address the following matters:

- 3.4.1.2 construction and site specific issues;
- 3.4.1.3 lines of communication and authority levels;
- 3.4.1.4 possession of Site;
- 3.4.1.5 frequency and venue of Site Meetings;
- 3.4.1.6 Progress Claims and Progress Payments/Certificates;
- 3.4.1.7 working hours;
- 3.4.1.8 safety requirements;
- 3.4.1.9 insurance;
- 3.4.1.10 scope of works;
- 3.4.1.11 critical path and construction programs;
- 3.4.1.12 security;
- 3.4.1.13 approvals; and
- 3.4.1.14 resources.
- 3.4.1.15 This Operational Specification and the related requirements

At the FA's reasonable discretion any other matters may be added to those listed in item 3.4.1.1.

3.4.2 SITE MEETINGS

3.4.2.1 At intervals not exceeding two (2) weeks a Site Meeting shall be held.

3.4.2.2 FA shall call each Site Meeting, nominating the date, time and place at which the Site Meeting shall be held and shall give at least two (2) working days' notice (or such lesser notice as may be agreed upon by the FA and the Contractor) to the Contractor.

3.4.2.3 The Contractor Administrator and the Contractor's nominated representative and such other personnel as either party may require and whose presence is approved by the FA shall attend each Site Meeting.

3.4.2.4 The FA or the Representative shall be the chairman of any Site Meeting.

3.4.2.5 The FA shall arrange for the recording of minutes. A copy of the minutes, signed by the FA, shall be delivered to the Contractor's site office within two (2) working days of the time of closing of the Site Meeting that they record. The Contractor shall give the FA a signed receipt for its copy of the minutes, on which shall be recorded the date and time of delivery.

3.4.2.6 If the Contractor disagrees with any section of the minutes it shall deliver its objections in writing to the FA's site office within two (2) working days of its receiving its copy of the minutes. The Contractor's refraining from delivering or failing to deliver such written objections within the time specified shall constitute the Contractor's agreement with the contents of the minutes.

3.4.2.7 A written objection by the Contractor to any section of the minutes, delivered as specified above, shall be the first item of business at the next succeeding Site Meeting unless the FA and the Contractor previously agree to an amendment to the minutes resulting from such objection, in which case that amendment shall be made to the original minutes and to the Contractor's copy and signed by the FA and the Contractor.

3.4.2.8 The minutes shall have been confirmed if, following the delivery of the Contractor's copy as specified above:

3.4.2.9 the Contractor has not delivered written objections within the time specified;

3.4.2.10 the Contractor has delivered written objections and the FA and the Contractor's nominated representative have agreed to an amendment to the minutes and it has been made and signed as specified, in which case the minutes as so amended shall have been confirmed; or

3.4.2.11 the Contractor has delivered written objections within the time specified but no amendment to the minutes has been agreed upon, in which case the minutes shall have been confirmed but the Contractor's objections shall form part of the minutes.

3.5 VARIATION SUBMISSION REQUIREMENTS

If the Principal's Representative requests the Contractor to provide a quotation for a proposed Variation the Contractor shall at its cost provide a detailed quotation for the work within 5 working days:

- a) setting out a reasonable price for the Variation supported by detailed measurements or other evidence of cost;
- b) detailed breakdown of quantities and rates as applicable in an excel format to the approval of FA or based on FA's variation format.
- c) Rates shall be Gross rates (and include for any wastage associated with the trade) and quantities shall be Gross Rates (ie exclude any trade wastage).
- d) including the details of any delay costs.
- e) including the details of any Extension of Time the Contractor seeks in respect of the Variation (which shall be the maximum Extension of Time entitlement of the Contractor in respect of the Variation); and
- f) containing such other information as may be requested by the Principal's Representative.

In response to the quotation the Principal's Representative may:

- a) require the Contractor to carry out the Variation for the price contained in the quotation (and either grant the Extension of Time in the quotation or determine any Extension of Time in accordance with the Contract) except that the determination shall not in any event exceed the time contained in the Contractor's quotation. The Principal shall not be taken to have adopted the quotation unless the Principal's Representative has issued to the Contractor a notice entitled "Acceptance of Variation Quotation" which unconditionally accepts the quotation;
- b) (f) decline to proceed with the Variation; or
- c) (g) require the Contractor to carry out the Variation without accepting the quotation. In that event the Variation shall be valued and any Extension of Time dealt with under the terms of the Contract, except that the determination shall not in any event exceed the amount or time contained in the Contractor's quotation.

3.6 PROGRESS CLAIM SUBMISSION REQUIREMENTS

In addition to the terms as required by the Contract, the Contractor shall submit their progress claim in the excel format as provided by FA.

3.7 TRAINING AND INDUCTIONS

3.7.1 The Contractor shall ensure that all personnel on site (employees, subcontractors and suppliers) are competent to undertake work safely.

3.7.2 All personnel requiring airside access must undertake an FA approved course of instruction on the safety and security requirements. The Contractor must include the time and cost of such training within the Contract Sum.

3.7.3 All personnel on site must be inducted by the Contractor before entering site. Personnel will be issued an identity tag upon completion of the induction session which includes photographic identification, the staff name and contractor name. The induction session will cover specific site matters and general safety and environmental matters such as location of first aid shed, emergency procedures, site safety and environment rules etc. The Contractor shall include the cost of these items within the Contract Sum as required to enable the mobilization of the related subcontractors.

3.7.4 All visitors to site have to report to the site office before they may be allowed onto the site when under the constant supervision of another person who has already been inducted.

3.7.5 Unless otherwise determined by the Contractor, a maximum ratio of Visitors to inducted persons is 3:1.

3.7.6 Inducted persons must continually escort any visitor and take personal responsibility for the safety of the Visitor under their escort

3.7.7 Inductions shall be carried out by arrangement with the Contractor. The Contractor shall allow for the induction of FA staff and representatives as required within the Contract Sum.

3.8 OPERATIONAL AREAS

3.8.1 The operational areas on the construction site are access paths around the site. The operation of these areas will be under the direct control of FA. The storage of materials in these areas and the parking of vehicles will only be allowed with the express approval of the Contractor Administrator via a Traffic Management Plan

3.8.2 A current plan of these working areas will be maintained by the Contractor and distributed as required for the 'Site Construction Plan'. The plan will need to change to reflect the changes in contractors on site and progress in the development of the project. The changes to this plan shall be allowed for within the Management Fee.

3.8.3

3.9 CONSTRUCTION METHOD STATEMENT AND MATERIALS

- 3.9.1 The Contractor shall prior to commencing work on the Site provide:
- a) a Site Construction Plan detailing hoardings, site fencing access locations and any pedestrian access ways.
 - b) Temporary works plan
 - c) Staging plans if applicable
 - d) OHS&E Plan including the emergency management plan
 - e) a complete, appropriate and competently prepared construction method statement for the work under the Contract. Until a method statement is received and approved by the FA, acting reasonably, the Contractor shall not commence that part of the Works and shall have no entitlement to payment in connection with the Contract; and
- (b) particulars of:
- (i) the mode and place of manufacture;
 - (ii) the source of supply;
 - (iii) performance capacities;
 - (iv) performance life and maintenance requirements; and
 - (v) other information,

in respect of any materials, machinery or equipment to be supplied by the Contractor under or used in connection with the work under the Contract.

3.10 ACCESS TO THE SITE

3.10.1 Site Access will vary according to the nature and location of the Contract. All onsite personnel will require security verification checks prior to commencing works and must wear their approved airport identity card at all times.

The Contractor acknowledges that others (including other Contractors) will be engaged upon the Site for the carrying out of work. The Contractor shall at its cost:

- (a) cooperate with others involved in the project in all aspects of carrying out the work under the Contract;
- (b) coordinate and accommodate the carrying out of the work under the Contract including the coordination of delivery and unloading of equipment with any work of others on the Site;
- (c) comply with any direction by the FA given for the purposes of Site co-ordination; and
- (d) not comply with any direction given by the Other Contractor, its agents or any consultant unless directed to do so by the FA.

3.10.2 All site deliveries should be coordinated and approved by the FA's representative and are subject to an approved traffic management plan where access is required to be restricted or impinged on any public space not fully enclosed by hoardings or where access to airside is required.

Access to Construction Work Sites

3.10.3 Access to the construction site may only be by persons authorised by the

Contractor.

3.10.4 All visitors must report to the site office and be escorted on site by an inducted person.

3.10.5 A permit to work system shall be used across all trades and coordinated by the Contractor.

3.10.6 Construction works are in designated work areas (construction site). Construction personnel shall not enter any other area other than the designated area under construction without the express prior approval of the FA.

3.10.7 Works outside the designated work area under construction must only be undertaken after a permit to work has been approved by the Contractor and following prior coordination and approval of the FA. These areas therefore become the Contractor's responsibility upon issue of the permit.

3.10.8 Nominated access paths to Construction areas must be utilized.

3.10.9 Designated work areas will be defined via construction signage. Non-inducted airport staff shall not enter designated work areas without the prior approval of the Contractor.

3.10.10 The Contractor is to ensure that work areas will be defined via construction signage and hoardings/ barricades and safety tape as necessary to define a safe work area.

3.10.11 The Contractor is advised to review available access locations which may restrict materials delivery and movement.

3.10.12 The contractor shall ensure that no worker is allowed access to the construction site unless the worker is equipped the required personal protective equipment (PPE)

3.11 PERMIT-TO-WORK

3.11.1 Permits are required where required in public or operational areas and prior to commencing works on any services and prior to any demolition (including drilling or cutting into existing structures) or excavation works. The requirement for Permits includes circumstances where any adjacent services that may be affected by the works (eg *due to the proximity of work to the adjacent service, or the high likelihood and /or consequence of impacting on the adjacent service if not isolated*).

3.11.2 All permits to work shall be controlled by the Contractor in association with FA where necessary.

3.11.3 The Contractor's representative is to make an application for a permit to work to the FA for access to an area or service. Such an application should reference work procedures, work method statements and specific risk assessments as necessary.

3.11.4 This application must be made at least 7 days prior to the expected commencement of works.

3.11.5 The FA may approve or reject the application and may require that works affecting existing services are completed outside normal working hours or within specified times.

3.11.6 The permit to work application will be forwarded to Spotless Services site contact to determine service locations and isolation procedures.

3.11.7 The FA to forward an approved permit to work to the Contractor's representative which may reference other conditions, times of work and work procedures that must be followed.

3.12 EXISTING SERVICES AND STRUCTURES

3.12.1 Existing infrastructure records and information must not be taken to be complete nor accurate. The Contractor must carry out investigations to verify services locations prior to any excavations and prior to any work affecting existing services.

3.12.2 The Contractor must notify the FA immediately upon the discovery of services or obstructions not shown in Design Documentation or identified by inspection.

3.12.3 The Contractor must ensure and allow for suitable site investigations and dilapidation surveys are undertaken to verify the purpose, location, isolation point and affected users of any services to be relocated, disconnected or removed as a part of the Works.

3.12.4 The Contractor must immediately notify the FA in the event of damage to any water, gas, steam, compressed air, electric, drainage, sewerage, telephone, fire alarm, control cable or other services in the area. The Contractor must also repair, divert, relocate, cut, seal, disconnect or make safe as required by the relevant authority.

3.12.5 The Contractor must, with every care and skill, support and protect all structures, walls, fences and all services, property and existing landscaping which may, unless so protected, be damaged as a result of the execution of the Works and must comply with the reasonable requirements of FA, of relevant authorities and others controlling those structures, fences, services, landscaping and property for their protection from damage during construction or maintenance of the Works.

3.13 SAFETY REQUIREMENTS

3.13.1 The Contractor is responsible for all activities involved in their respective contract. This will include all aspects of their OHS&E Plan. The Contractor and its subcontractors shall provide their own Work Method Statements and other OHS&E documentation in accordance with current legislative requirements and Codes of Practice as applicable..

3.13.2 The Contractor shall ensure that suitable work procedures are identified and risk assessments undertaken prior to the commencement of works.

3.13.3 The Construction works and the OHS&E documentation of the Contractor may be audited to ensure that adequate documentation is provided. An audit report will be produced following an audit.

3.13.4 The Contractor shall actively manage the safe conduct of all visitors and contractors on the worksite.

3.14 RECORD KEEPING

3.14.1 The Contractor will retain current and accurate records of all matters relating to OH&S and the environment and shall as a minimum meet the requirements of this brief.

3.14.2 Before works commences the Contractor is to compile a project safety file and this file will be made available to the FA or alternative nominated representative for reference on site. The file is to contain:

3.14.2.1 Name of contractors and/or specialist contractors.

3.14.2.2 Description of work and scope.

3.14.2.3 Completed work method statements signed off.

3.14.2.4 Completed risk assessments signed off.

3.14.2.5 Nominated contractor personnel for site OH&S committee (health and safety representatives). These personnel will be required to attend a site safety meeting (health and safety committee meeting) every two weeks or as directed by FA staff and will need to meet the other obligations of health and safety representatives as stipulated under the Health and Safety at Work Act 1996 and associated regulations.

3.14.2.6 Details of existing safety training of nominated staff including Certificates of Competency and copy of current First Aid Certificate.

3.14.2.7 Plant and equipment register: Full listing of all plant and equipment on site including serial numbers, date inspected by required authority (e.g. Health and Safety Inspector, Transport Department etc), required date for re-inspection.

3.14.2.8 Material Safety Data Sheets should be provided for materials supplied to site.

3.14.3 During the course of the project, this file is to be updated as follows:

3.14.3.1 Inclusion of minutes of meeting of Contractor's site safety meeting;

3.14.3.2 Inclusion of additional work method statements and risk assessments for any new item of work. These are to be completed before commencement of works on site;

- 3.14.3.3 Plant and equipment register to be updated with dates of new equipment arriving and leaving site and dates of inspections;
 - 3.14.3.4 Forms as required under the Health and Safety at Work Act;
 - 3.14.3.5 Additional Material Safety Data Sheets as required and approved by FA;
 - 3.14.3.6 Earthworks permits issued including conditions and follow up inspections;
 - 3.14.3.7 Reports on the before and after condition of construction areas and yards;
 - 3.14.3.8 Register of dangerous and hazardous goods on site;
 - 3.14.3.9 Inspection Records;
 - 3.14.3.10 Monitoring results;
 - 3.14.3.11 Reports of any accidents or near miss incidents occurring during the construction process;
 - 3.14.3.12 Complaints and follow-up actions;
 - 3.14.3.13 Environmental Management and Monitoring Reports.
- 3.14.4 The Contractors project safety file may be audited by FA or its authorized consultant. The Contractor shall provide full and free cooperation and access to the Contractor Administrator or his nominated representatives to undertake an audit of the project safety file and the work site.
- 3.14.5 FA may direct that additional work method statements and or risk assessments are required.

3.15 HEALTH AND SAFETY REPRESENTATIVES

- 3.15.1 The Contractor shall nominate a senior site person, with the current OHS qualifications under Health and Safety at Work Act, to be his or her safety representative. All safety issues shall be directed through this nominated person. This person shall have the authority of the company to act on all safety related matters pertaining to the contractor's works on site.
- 3.15.2 The Contractor's safety representative shall attend the site safety meetings and be required to attend training as required under the Act. They shall also act on all issues as directed by FA safety representatives on site. Acting on such issues is deemed to be included within the Contract Sum.
- 3.15.3 The contractor's OHS representative shall conduct the construction safety inspection at least once every 2 weeks and share the report accordingly with FA Project Manager.

3.16 SITE SAFETY MEETINGS

3.16.1 The Contractor is required to hold a safety meeting with their personnel and subcontractors on a regular basis and a copy of the minutes of that meeting tabled at the site safety meeting, with copies included in the Contractors, project safety file.

3.17 UNSAFE WORK NOTICES

3.17.1 FA may issue the Contractor with a written warning if personnel are acting in an unsafe manner.

3.17.2 Should the personnel continue to act in an unsafe manner, FA will have the power to expel the personnel from site.

3.17.3 Personnel expelled from site shall not re-enter site without the express written permission of the FA.

3.18 SAFETY AND ENVIRONMENTAL RELATED ISSUES

3.18.1 The management and supervision of site safety and environmental issues shall be included in the Contract Sum Without limiting the previous statement, this includes:

3.18.1.1 Development and implementation of OHS&E plans and their revision as required.

3.18.1.2 Management of Subcontractor OHS&E issues, policies and procedures.

3.18.1.3 Direct supervision, coordination and management of connections to existing services and any 'permits to work' associated with existing airport infrastructure.

3.18.1.4 Compilation and updating of all items with the Contractor's project safety file (including the related activities).

3.18.1.5 Participation in site safety meetings and compilation of minutes, distribution and action on the issues as raised to ensure close out.

3.18.1.6 Participation in project audits, including audits and inspections by the office of the Safety & Risk Management and the actions necessary to close out any issues raised.

3.18.1.7 Internal Contractor audits and procedures.

3.18.1.8 Provision of First Aid facilities.

3.18.1.9 Provision of Fire protection within the Contractor's facilities.

3.18.1.10 Provision of adequate fire protection within construction areas as defined by the 'Site Construction Plan' and any other area as defined as the Contractor's responsibility by issue of a permit or otherwise.

3.18.2 The implementation of the OHS&E Plans related to the actual deliverables shall be in the Contract Sum and includes:

3.18.2.1 Barricades and fencing.

3.18.2.2 Environmental silt traps and similar actions.

3.18.2.3 Revegetation works.

3.18.2.4 Additional monitoring of environmental discharges.

3.18.3 The Contractor is not entitled to any claim for time related to any safety issue arising through the completion of their contract works.

3.18.4 Management of complaints or emergency response issues as detailed within this section.

3.18.5 Should the Contractor fail to comply with a safety instruction issued by FA (in addition to the other actions stated within this section and under legislation) will have the power to make the work site safe and deduct the costs of carrying out this work from the contractor's contract sum.

3.19 FIRST AID

3.19.1 The Contractor shall ensure that adequate 1st aid facilities are provided on site and personnel appropriately trained in 1st aid / emergency response.

3.19.2 In the event of an emergency, the Contractor may contact FA for assistance and utilise the FA First Aid Room if available on the applicable site.

3.20 FIRE PROTECTION

3.20.1 Hot work or works generating flame shall only be undertaken after a permit to work (hot work) has been received.

3.20.2 Adequate fire extinguishers shall be located within the construction area.

3.20.3 The Contractor shall nominate Fire Wardens as necessary.

3.20.4 Refer also the OHS&E Plan and the Site Safety Handbook.

3.21 ENVIRONMENTAL ISSUES

3.21.1 The following environmental issues need to be considered:

3.21.1.1 protection of the off-site environment by minimising the risk of contaminants being released from the site, particularly entering waters, stormwater drains or drainage channels;

3.21.1.2 ensuring that all work is carried out safely without risk of injury to contractors or FA personnel, other airport staff and passengers;

3.21.1.3 ensuring that the impact from construction on the normal operation of the airport is minimised;

3.21.1.4 Adopting strict control over noise, dust and fume emissions;

3.21.1.5 minimising the amount of waste brought to the site or generated during the construction process;

3.21.1.6 ensuring that no burning occurs on site ;

3.22 VEGETATION

3.22.1 The Contractor will ensure that only clearing that is necessary, to make way for the actual infrastructure, will be undertaken. Where possible, trees and shrubs will not be damaged or destroyed. The Contractor will be responsible for ensuring the protection of vegetation in their contract areas and yards and not introduce weeds to the area.

3.23 WATER

3.23.1 Any water required during the construction program will be accessed from the existing water supply system and shall only be provided subject to the usage not affecting the existing supplies onsite.

3.23.2 Construction water for civil works and dust control shall be sourced offsite.

3.24 RUBBISH DISPOSAL

3.24.1 Good Housekeeping will be a priority of all contractors on the construction site. Failing to maintain a clean site shall be viewed as a breach of site safety requirements.

3.24.2 Rubbish and construction debris during construction works shall be disposed into construction site skips located outside the building within the construction areas provided by the Contractor.

3.24.3 Recycling of construction waste where possible and appropriate shall be encouraged.

3.24.4 Hazardous materials will be disposed at authorized disposal location offsite as approved by the relevant authorities.

3.24.5 Debris control will involve good housekeeping to the construction site, vehicle wash-down as necessary and the proper securing of loads on vehicles.

3.24.6 The Contractor will ensure procedures are in place in respect of the monitoring and maintenance of its responsibility with regards to the prevention of Foreign Object Debris/Damage (FOD). Refer to the Nadi Airport Airside Operations Manual for detailed information.

3.24.7 As a minimum, all general waste generated by the contractor during the construction works shall be disposed accordingly in line with Fiji Waste Management Regulation.

3.25 NOISE

3.25.1 The Contractor will ensure their equipment is kept in good working order to ensure that noise emissions are kept to a minimum to avoid causing a nuisance. Any work or combination of work that results in unreasonable noise, i.e. over 80 decibels shall be conducted outside of operational airport hours, i.e. 23:00 to 04:00.

3.25.2 Where a person may be exposed to excessive noise, hearing attenuation / protection shall be worn by all personnel working in the area at the time.

3.26 HAZARDOUS MATERIALS AND DANGEROUS GOODS AND HAZARDS EXISTING ONSITE

3.26.1 The following hazards are present on site:

3.26.1.1 Aviation fuelling and fuelling points

3.26.1.2 Dangerous chemicals



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3.26.1.3 Dangerous gases

3.26.1.4 Fuel containers

3.27 ASBESTOS

3.27.1 The permit to work system is required to mitigate against the risk of exposure to these dangers. The permits as issued may include additional work procedures to ensure that personnel are not exposed to the dangers provided by these hazards.

3.27.2 Prior to the commencement of construction works in an area FA shall provide a Clearance Certificate to certify that all known Hazardous materials have been removed (excluding asbestos in existing facilities, refer to the FA Asbestos register).

3.27.3 In the course of construction it may be necessary to enter operational areas to isolate or modify services. These works shall be subject to a separate permit as detailed in the following section Permit-To-Work.

3.27.4 If at any time the Contractor discovers the presence on the Site of any material suspected of containing or likely to contain a substance defined or listed in the National Occupation Health and Safety Commission's ("NOHSC") Guidance Notes (NOHSC 1008-2004: "Approved Criteria for Classifying Hazardous Substances" and NOHSC 10005-1999: "List of Designated Hazardous Substances"), it must:

3.27.4.1 not disturb the material under any circumstances;

3.27.4.2 contact the FA and inform the FA of the existence of the material on Site;
and

3.27.4.3 ensure that all persons are protected from exposure to the material until the nature of the material has been competently determined.

3.27.5 FA must inspect the Site and must issue directions to the Contractor in respect of further action to be taken.

3.27.6 All such materials upon the Site must if so directed by the FA be treated or removed in accordance with the requirements of the New Zealand "Code of Practice" for the safe removal of such materials and any other local Statutory Requirement in Fiji that relate to the removal of such materials.

3.27.7 The Contractor's Activities include the removal of all material defined or listed in the NOHSC Guidance Notes (NOHSC 30011- 1991: "Determining and Classifying a Hazardous Substance") on the Site, including, without limitation, conducting any surveys necessary to determine the full extent of such material and any required monitoring during the removal of any such material.

3.28 HAZARDOUS MATERIALS AND DANGEROUS GOODS STORAGE AND HANDLING

3.28.1 FA aims to ensure that its employees, other airport employees, passengers and others who may use or be affected by its facilities are not exposed to hazardous substances without appropriate control measures being in place.

3.28.2 Without limiting this section, the Contractor:

3.28.2.1 must ensure that the Works do not contain any hazardous substances in accordance with the Control of Hazardous Substances Regulations 2006

3.28.2.2 must, on request of the FA, be able to show compliance with the Control of Hazardous Substances Regulations 2006; and is responsible for all materials used by its subcontractors under this clause

3.28.3 The Contractor in the course of the contract will bring materials to site that are considered hazardous include those that are toxic, flammable, explosive or corrosive. These include the following:

3.28.3.1 Fuels - petrol, diesel, kerosene etc.

3.28.3.2 Oils, lubricants and hydraulic fluids

3.28.3.3 Paints

3.28.3.4 Thinners and solvents

3.28.3.5 Glues and adhesives

3.28.3.6 Acids and alkalines

3.28.3.7 Finishing compounds

3.28.3.8 Pesticides and herbicides

3.28.4 The Contractor will provide FA with the following information.

3.28.4.1 A list of the hazardous materials;

3.28.4.2 A copy of the relevant material safety data sheet (MSDS);

3.29.4.3 The intended use of the products;

3.28.4.4 Where and how the goods are to be stored;

3.28.4.5 The procedures for mixing and use of the substances;

3.28.4.6 Spill response procedures;

3.28.4.7 Disposal procedures. 3.25.5 The Contractor and the FA may inspect contractors' yards and construction areas on a periodic basis to ensure that the contractors are using only approved hazardous materials and that they are being stored and handled in the approved manner.

3.28.6 The Contractor should only use products which are environmentally friendly and biodegradable unless there are no alternatives.

3.28.7 There will be no bulk storage of diesel or petrol on site. The largest amount of petrol or diesel supplies to be kept in a contractor's area shall be 40 litres of petrol and 200 litres of diesel. Where quantities in excess of this amount are required by contractors, for example to refuel large machinery, prior permission must be obtained from the Institute. This diesel and petrol shall be kept in areas that are bunded to ensure there is no potential for environmental contamination.

3.28.8 Any goods or substances, which may be potentially explosive or highly flammable, will need the written approval of the Contractor and FA before being brought on to site. The Contractor will need to provide the following information:

3.28.8.1 The need for the product;

3.28.8.2 How the product is to be stored and handled; and,

3.28.8.3 Evidence of compliance with the Health and Safety at Work Act.

3.29 ELECTRICITY

3.29.1 Electricity is provided from Electricity Fiji Limited.

3.29.2 There is a back-up diesel generator for use in emergency power failure situations such as those arising after cyclones, this backup 'essential power' is not available for use by the Contractor. Note given the dual supply services isolations need to ensure that the backup supply is also isolated prior to commencing works.

3.29.3 FA may allow power use from the existing supply for contractors for use to operate machinery and equipment, and for use in contractor sheds and yards. This will be subject to verification and approval on power use, amount and the FA may decline the requested connection based on inadequate supply or potential disruption to services. The Contractor shall advise the Contractor Administrator of their wish to make a temporary connection with their requirements.

3.29.4 The Contractor will assist FA with its energy saving program by ensuring that all equipment is switched off as soon as the task is completed. All equipment will be turned off at the close of business each day unless it is necessary for safety reasons to

keep the equipment turned on. The Contractor is responsible for ensuring their employees and subcontractors comply with this requirement.

3.30 COMMUNICATIONS

3.30.1 The Contractor will not use the airport's internal telephones except in cases of emergency.

3.30.2 There is mobile phone coverage using available networks.

3.31 STORAGE OF MATERIALS ON SITE

3.31.1 The Contractor in consultation with FA shall nominate the locations of storage on site. This shall be documented in the 'Site Construction Plan'.

3.31.2 There is limited storage on site and contractors shall ensure that deliveries are staged to suit the progress of works on site.

3.31.3 The Contractor shall keep storage areas in these open-air locations tidy and clean.

3.31.4 Storage areas should be clearly barricaded with visible orange plastic mesh 1200mm high surrounding the designated storage area.

3.31.5 The Contractor is advised that if extensive undercover storage is required that they allow to provide their own shipping containers to serve this purpose.

3.32 EMERGENCY RESPONSE PLANS

3.32.1 FA's Emergency Response Procedure.

3.32.1.1 The Contractor shall ensure all personnel onsite are to comply with the requirements of FA's Airport Emergency Response Procedure. The Contractor shall ensure the applicable requirements within FA's Emergency Response Procedure are incorporated within its own emergency response plans and any other relevant documentation.

The types of events, which have the potential to result in emergency action being required, are as follows:

- a) Cyclones
- b) Extreme rainfall events leading to possibility of flooding
- c) Prolonged dry periods
- d) Operational errors resulting in spillages or leaks to the environment
- e) Failure of equipment and infrastructure (e.g. pipes)
- f) Accidents.
- g) The potential environmental issues associated with these emergency events are as follows:
- h) discharge of contaminants to ground with the potential to enter the coastal waters

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- i) discharge of contaminants directly into coastal waters
 - j) fire threatening vegetation and buildings
 - k) accidents on approach roads to the airport or on any internal roads in the airport complex
 - l) dust emissions from site
 - m) noxious fumes emissions

To address the potential of these events occurring the Contractor will ensure that emergency response plans are prepared during mobilization and the emergency response equipment is available.

Prior to construction and during the Planning Phase, the Contractor shall prepare an evacuation plan for the Construction area and surrounding properties. This plan will conform to the Airport's Emergency Evacuation procedures, (refer to the relevant sections within FA's Emergency Response Procedures) Evacuation of the site may be required in the event of fire, discharges of noxious fumes or a cyclone.

The Contractor will install a siren on site for use to warn of emergencies. The Contractor will ensure all staff, contractors and their staff are aware of the emergency evacuation procedures.

Contacts

3.32.2 The Airport is manned at all times. In the event of an emergency the Contractor will contact the FA.. The Contractor should in their site specific OH&S plan detail these contacts as a part of their Emergency response procedure.

3.33 CONDUCT REQUIREMENTS OF CONTRACTOR PERSONNEL

3.33.1 The Contractor shall ensure that all personnel onsite are to comply with the general requirements for the conduct of airport personnel, these are:

3.33.1.1 Fitness for work – Contractors are required to be fit for work and a policy of zero tolerance to drugs, kava and alcohol shall be enforced. Additionally, personnel may be subject to drug and alcohol testing.

3.33.1.2 The Contractor's and subcontractors employees and personnel are to be courteous to airport staff and passengers and ensure airport operations are not interrupted.

3.33.1.3 Offensive behaviour and harassment are not accepted under any circumstances. Personnel found undertaking offensive behaviour may be required to leave the property without delay.

3.33.1.4 All Contractor's and subcontractor's employees and personnel are expected to work in a safe manner. Failure to do so may result in their expulsion from site by the Contractor or FA.

3.33.1.5 The Contractor's and subcontractors employees and personnel must stay within nominated construction areas and not enter other areas of the airport without the express prior permission of FA.

3.33.1.6 The Contractor during the Planning Phase shall develop and receive approval of the FA representative of an induction process, which must comply with the site rules and induction guidelines as detailed within this brief and as advised by FA. The induction process shall as a minimum include:

- a) A written induction handbook that must be read and then signed by the staff undergoing induction.
- b) Cover the requirements for Safety and the Environment as detailed in this specification.
- c) Detail the site and its Amentias.

3.34 COMPLAINTS

3.34.1 During the construction process it is possible that complaints will be made by both members of the public and airport personnel. The Contractor will refer any complaints received to the FA immediately.

3.34.2 The Contractor shall refer all complaints from the general public to the FA. Complaints from airport staff will be referred to the FA for resolution. Any complaints from staff will be discussed at the regular project team meetings with the group being advised on:

3.34.2.1 the nature of the complaint;

3.34.2.2 action taken to address the complaint; and

3.34.2.3 whether the staff member is satisfied with the response.

3.34.3 All complaints will be responded to within a reasonable time, with an oral response within 24 hours and, where necessary, a written response within 7 days.

4 TEMPORARY WORKS

4.1 PROJECT SIGNBOARD

- 1 The Contractor shall provide a project signboard in an approved location external to the site. The exact position is to be approved by FA..
- 2 Where not documented elsewhere Signage specifications are sign mounted 1500mm above ground level 2700mm high by 4800mm wide, professionally color printed UV stabilized PVC Billboard standard (contact Media Metro or alternative approved supplier). Graphics and layout are to be approved by FA prior to construction.
- 3 Engineering design of the signboard structure shall be provided by the Contractor to meet the wind loading requirements of the Fiji National Building Code.

4.2 SITE FENCING AND HOARDINGS

Prior to the commencement of any work, the Contractor shall erect a hoarding which completely surrounds and encapsulates the work site.

Where works are directly on an Airside Boundary the hoarding shall be a solid framed partition a minimum of 2.4m high framed and located such that no climbing from the inside of the construction site to airside is possible.

The hoarding shall be a secure structure capable of withstanding cyclonic wind forces (jet blast and prop wash as applicable) and shall be designed by an Engineer and be approved by FA.

Access gates of the same or similar solid construction shall be located in positions approved by the FA.

For any gate to Airside and for the operating hours of the site the Contractor shall be responsible for and shall allow for the staffing of an FA approved security guard.

The Contractor shall allow for any necessary relocation and reconstruction of the hoarding to maintain the site perimeter as a complete and contained site boundary.

Where the hoarding is located adjacent other tenancies the hoarding shall be full height, be dust proof and double lined both sides.

Site fencing where not on airside or facing airside and works remain 3 metres away from the airside boundary can be cyclone wire mesh at minimum of 2.1m high, include shade cloth to the facing and may be the proprietary relocatable fencing as detailed in the following image.



Temporary site fencing

Note this fencing is not appropriate for use airside. To assist in dust control during earthworks it is also necessary to include shade cloth on the fence line.

4.3 BARRICADES

The Contractor is to ensure that work areas will be defined via construction signage and hoardings/ barricades and safety tape as necessary to define a safe work area.

4.4 TRAFFIC MANAGEMENT PLANS

Traffic management plans, including traffic control are required for craneage, for all deliveries, concrete delivery and the concrete pumping trucks involving access to the airside of the terminal or where works will impact landside roads, pedestrian paths or car parks.

- a) All airside works require the provision of traffic management plans for all vehicle access.
- b) The Traffic Management Plan must be submitted to the FA a minimum of seven (7) days prior to the undertaking of the planned access provided. All investigations required to identify any flight that may be affected by the access time, must be completed prior to the submission of the Plan.
- c) Traffic will be required to be planned to avoid interrupting the planned aircraft schedules which may be amended from time to time.
- d) Upon receipt of a Plan, the FA will seek approval from the relevant stakeholders. Works are to be programmed to minimise disruption to the facilities operations particularly aircraft movement (and will require and include night and weekend access times).
- e) Any aspect of the plan may be rejected at the FA's discretion. If the Plan is rejected in part or whole, the Contractor is to revise and resubmit accordingly.
- f) The Contractor shall again reconfirm access times and requirements the working day prior to access with FA's representative.
- g) The Contractor shall have allowed for all necessary barricades, lighting, temporary signage and staffing (eg lollypop men) within the Contract Sum.

4.5 CUTOVER & DISASTER RECOVERY PLANS

All works within the existing Facility carry the risk of affecting the operations of the facility. To effectively manage the risk of interrupting the Airport's operations, a Cutover & Disaster Recovery Plan is to be developed whenever working in, around or with existing services. The objective of the Plan is to:

- a) Identify critical risk issues associated with the expansion, upgrade and integration of the existing services that will require effective management, including the possibility of an unplanned loss of service (this is to include all services that are not directly involved in the works that may be affected as a side-effect);
- b) Identify a project implementation program which schedules the project requirements in a logical order (including detailed timing);
- c) Detail the extent to which an additional system, required by the Contract, can be independently tested both off-site and on-site before any attempt is made to integrate and expand the existing services;
- d) Identify the source, operation/function and method of isolation of all services in and around the task that may be affected by the works;
- e) Detail the proposed cutover procedures for each sub-system to provide the necessary expansion/integration (step by step sequence of works);
- f) Detail the commissioning tests to be performed for the expanded/integrated systems and how those tests are to be performed with minimum disruption to operations (including all signoffs and ITPs required); and
- g) Clearly address the fall-back strategy (disaster recovery plan) for each sub-system in the event that :
 - h) the expansion/integration is not immediately successful, and/or another service has been inadvertently affected.

The Cutover and Disaster Recovery Plan must be submitted to the FA a minimum of seven (7) days prior to the undertaking of the task. All investigations required to identify any service that may be affected by the works, including its source, operation/function and method of isolation, must be completed prior to the submission of the Plan.

Upon receipt of a Plan, the FA will seek approval from the relevant stakeholders. Works are to be programmed to minimise disruption to the facilities operations (which may include night and weekend work).

Any aspect of the plan may be rejected at the FA's discretion. If the Plan is rejected in part or whole, the Contractor is to revise and resubmit accordingly. Works are not to proceed until approval is granted by the FA.

A Cutover and Disaster Recovery Plan is also to be completed for any building works that may affect existing services or may potential affect the operation of the facility, aircraft safety or terminal users.

4.6 SCAFFOLDING

All scaffolding required for the works is deemed included within the Contract Sum.

Scaffolding shall be proprietary scaffolding systems erected in accordance with the manufacturers recommendations and in accordance with the relevant standards and codes of practice.

Damage scaffold shall not be used and access to incomplete scaffold by staff not involved in the erection shall be prohibited and detailed via appropriate safety signage and warning tape A Scafftag system shall be utilized that shall detail the responsible person who has erected the scaffold and assessed that it is safe and this inspection shall reoccur as required and at a minimum weekly.

Mobile scaffold shall not be moved with staff still on it.

4.7 PEDESTRIAN ACCESS WAYS

Where works are to be completed above or above and directly adjacent an operational area, there will be need to provide enclosed pedestrian access ways through the site that be fully enclosed to enable the safe passage of airport users through the construction site in a secure and safe manner.

The designs shall be submitted for approval by FA and shall be revised and amended as required to achieve approval. Alternative proposals including the use of shipping containers as access passageways will also be considered.

Where the Contractor requires crantage to occur over the walkways when they are in use a suitable crash deck scaffold capable of withstanding the impact of the crane load shall be provided.

The Contractor shall upon request provide engineering calculations to demonstrate the structural stability and capacity of any crash deck scaffold provided.

4.8 TEMPORARY SERVICES

The Contractor in consultation with FA may be allowed to connect the temporary services to existing onsite infrastructure.

This will be subject to verification and approval on use, amount and capacity and impact on existing infrastructure including potential disruptions to the site. When the Contractor wishes to make a temporary connection they are to contact the FA Representative with the Contractor requirements (and include any cut over and disaster recovery plans as applicable). FA's representative may decline or reschedule a proposed connection based on the impact to the Institute.

Lighting shall be provided as required to create a safe work area by the Contractor or its subcontractor as required.

The following table details the Contractors on site facilities:

SERVICE	FA TO	CONTRACTOR TO	ISSUE
ELECTRICITY - MAINS single phase	Verify potential connection and provide connection point power where available and capacity is not constrained	Nominate potential connection and configure to needs including installation of temporary switchboards with earth leakage	Contractor to install if deemed necessary./ Consumption costs by FA.
ELECTRICITY- MAINS three phase	Unlikely to be available	3 phase welders etc likely to require generators/sound managed	Contractor to provide
ELECTRICITY - GENERATOR SUPPLY	Nil	Nil	Contractor to install if deemed necessary
POTABLE WATER	Verify potential connection and supply connection where available and capacity is not constrained	Nominate potential connection, Contractor to install if deemed necessary	Building trades works use only, Civil works watering and water cart filling or bulk water use to be provided by Contractor.
COMMUNICATIONS CABLING	Nil	Arrange connection of outside line through telephone company ()	By Contractor
MOBILE PHONE	Nil	Supply own	
SEWERAGE	Verify and if necessary nominate Supply connection where available and capacity is not constrained	Nominate potential connection, Contractor to install if deemed necessary	

4.9 SITE AMENITIES

Lunch sheds, and amenities are to be provided by the Contractor.

Toilet facilities in each of the areas under construction will be provided and maintained in an operational condition by the Contractor.

The Contractor will complete cleaning of lunch sheds and toilet facilities.

Contractor's personnel are not allowed to use existing airport facilities .

Smoking is only permitted within the designated smoking areas to the approval of FA. Smoking is not allowed in any other areas including construction sites, contractor's yards or any other amenities. .

Site sheds or containers may be located on site in locations approved by the Contractor in accordance with the 'Site Construction Plan' and in consultation with FA's Representatives. Services to the Contractor's sheds are to be connected at cost to the Contractor and included in the Contract Sum.

4.10 ACCOMMODATION

There is no provision for accommodation of contractors or personnel, The Contractor is prohibited from accommodating workers on site. FA's security guards will expand their patrols to cover the construction area, and ensure that no unauthorised personnel are sleeping on site.

5 DOCUMENTATION REQUIREMENTS

5.1 DOCUMENTS

1 Documents produced by or on behalf of the Contractor and written information, including all drawings, sketches and specifications, supplied by the FA to the Contractor, including the Contract Documents, shall be kept by the Contractor at the Site or other location approved by the FA and shall be available at all times for reference by the FA or any person it nominates (including other representatives of the FA). Documents provided to or produced by or on behalf of the Contractor and the Contract Documents shall be kept in good order and marked to show where superseded or modified by later documents or instructions.

The Contract Documents and any other drawings or documents issued by or on behalf of the FA and copyright in the Contract Documents and any other drawings or documents shall be, as between the parties, the property of the FA. The Contractor shall not use, copy or reproduce the Contract Documents or any other drawings or documents issued by or on behalf of the FA for any purpose other than the performance of the Contract. The Contractor shall return the Contract Documents to the FA immediately upon request.:

The Contractor's documentation shall comply with the following as a minimum:

5.1.1 Electronic copies of specifications, reports, manuals and similar shall be in PDF and most current version of Microsoft Office in accordance with the Project Documentation manual requirements.

5.1.2 Electronic copies of all drawings shall be supplied in AutoCAD file format current version along with all support files including x-refs, fonts, shapes, images, plot styles, plotter configuration files and CTB files. A PDF copy of the drawing shall also be issued at the same time.

5.1.3 Hard copies of all drawings shall be in A3 and A1 format, as appropriate, with suitable Project identification and issue status on each page.

5.2 SOFTWARE REQUIREMENTS

The following computer software is approved for use on this project. FA reserves the right to reject documents or drawings submitted on incompatible versions or outdated software versions.

1. Microsoft Office 2013 or later (with MS Access)
1. Microsoft Project, 2013 or later
2. AutoCAD 2012
3. Adobe Acrobat Professional
4. Revit Architecture/Structure/MEP 2012

All external computer files must be checked for viruses prior to being copied or transferred to the firm's computer. Where computer files are protected by a password, the FA representative must be advised, in writing, the password.

5.3 SUBMISSION OF DESIGN

Any:

- (a) design required under the Contract to be developed or carried out by the Contractor; and
 - (b) shop drawings or related documentation to be prepared by the Contractor,
- shall be submitted to the FA in accordance with any program for the Works approved

by the FA and in any event within sufficient time for the FA to comment upon that design or documentation and submit it to the FA and for re-design work or amendment of design work, if required by the FA or the FA after a reasonable time for review, to be carried out by the Contractor without causing any delay in the progress of the Works or the Head Contract Works. The Contractor shall at its cost carry out any such re-design or re-documentation.

5.4 PROTOTYPES AND SAMPLES

Where specified or requested by the FA's Representative the Contractor shall submit identified prototypes or samples of materials, products, items and finishes to be used in the Works, allowing a minimum of 14 days for assessment and resubmission.

3 no. of each sample shall be submitted.

5.5 DESIGN SUBMISSIONS BY THE CONTRACTOR

- (a) The Contractor shall provide, at its cost, all technical data, manufacturing and installation details, commissioning results, test results, shop drawings and samples as required by the Contract or as the FA may require from time to time.
- (b) Where an electronic web based document sharing program has been established and is being implemented by the FA the Contractor must fully participate in and provide all things necessary (except software) for full participation in such programs including the provision of adequate and compatible hardware.
- (c) Each document including shop drawings shall be given a unique number by the Contractor and shall at the FA's option be:
 - (i) submitted in electronic web based document sharing "dwg" and "pdf" formats; or
 - (ii) submitted in transparency form and in paper form in the number specified in Schedule 1 (unless the FA's Representative notifies the Contractor in writing that submission in paper form is not required).
- (d) The Contractor shall be responsible for and ensure that all documents and samples submitted:
 - (i) meet the requirements expressed in or to be inferred from the Contract;
 - (ii) conform to the requirements of Authorities and Legislative Requirements and indicate compliance if subject to inspection by any Authority;
 - (iii) are submitted in sufficient time to allow examination and comment by the FA (or its representative) and the FA and for any modification to be carried out prior to commencement of manufacture and without delay to the Works or the Head Contract Works; and
 - (iv) are coordinated with the requirements of other trades, and submitted at the same time as documents and samples submitted by related trades.
- (e) Work to which the submitted documents or samples relates shall not proceed until the time referred to in (b) has expired.
- (f) The Contractor is wholly responsible for the content and accuracy of shop drawings and other documentation and samples prepared by or for the Contractor, notwithstanding that there may have been ambiguities, errors, omissions or discrepancies in any documentation provided by the FA. Any approval or other indication given by the FA in relation to any submitted document or sample or this clause, in no way relieves the Contractor of any responsibility under the terms of the Contract.
- (g) The Contractor shall provide the FA with the number of copies set out in Schedule 1 of the as built drawings, maintenance manuals, operating instructions, or other similar documents in a form acceptable to the FA's Representative for all work under the Contract.
- (h) The Contractor shall keep at the Site or other location approved in writing by the FA one set of written information which it is obliged to have, prepare or supply in terms of the Contract which shall be available at all times for reference by the FA and any persons authorised by the FA.

5.6 SHOPDRAWINGS

The Contractor shall submit shop drawings and other documents to be supplied by the Contractor in the format and number required by clause 4.3. The Contractor shall ensure that arrangements or outline drawings identify all types and sizes of electrical, mechanical and other components, FA dimensions, access and part dimensions, sizes and dimensions of anchor bolt holes, forces generated (if any) and clearances necessary (if any).

Shop drawings may be coordinated at meetings convened as and if required by the FA. The Contractor shall attend any such meetings. The Contractor shall supply shop drawings and other documents to be supplied by the Contractor to the FA and to any other relevant Contractors in a timely manner. Where co-ordination meetings have been scheduled the Contractor shall supply such items to the FA and any other relevant Contractors at least 7 days prior to the relevant co-ordination meeting. The Contractor shall:

- (a) resolve any co-ordination problems (including any such problems identified by the FA) with other trades. In the absence of timely and satisfactory resolution the FA may elect to impose a solution as reasonably necessary to overcome co-ordination problems between trades. In the event that the FA imposes a solution it shall be implemented without any adjustment to the Contract Sum or any program dates;
- (b) allow for the co-ordination of the Works with other trades and shall be deemed to have allowed for the effects of co-ordination of its work with the work of other Contractors. The Contractor shall have no Entitlement in connection with any cost, loss, expense or damage resulting from such co-ordination or its failure to coordinate. For the purpose of this clause "shop drawings" includes penetration drawings which accurately detail all penetrations; and
- (c) comply with directions given by the FA (including at any co-ordination meeting) for the purposes of sub-clause (a) above.

The FA shall not be obliged to review or comment upon any information design or document (including shop drawings) or to check any design for errors, omissions or compliance with the Contract. The FA or its agents or consultants receipt of, or review of or comment upon any such information design or documents (including shop drawings) shall not relieve the Contractor from responsibility for the Contractor's errors or omissions or any departure from the requirements of the Contract.

5.7 MONTHLY REPORTS

Unless the FA acknowledges in writing (in terms which expressly refer to this clause) that the Contractor need not comply with this provision or any part of it, the Contractor must with each payment claim provide a monthly report containing the following information as a precondition to progress payments:

- (i) daily summary of personnel on Site;
- (ii) detailed status of work against program;
- (iii) changes in sequence of activities;
- (iv) analysis of delay against critical activities and delay allowance;
- (v) changes in duration times of activities;
- (vi) additional activities;
- (vii) Extension of Time claims;
- (viii) design status;
- (ix) description of matters adversely affecting execution of the Works;
- (x) details of preventive or remedial action proposed or implemented;
- (xi) Variation status - pending and approved;
- (xii) summary of claims and payments and projected cash flow;
- (xiii) details of any quality non conformance;
- (xiv) environmental issues and corrective action;
- (xv) details of injuries and accidents and near misses including details of personnel off-work or on alternate duties as a result of an injury sustained on the Site;

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- (xvi) status of approvals and details of any notices issued by Authorities;
 - (xvii) details and evidence of superannuation and redundancy arrangements or provisions; and
 - (xviii) such other information as required by the FA.

The Contractor shall upon request give the FA access to and copies of its documents and records for the purpose of verifying the information to be provided under this clause.

5.8 WORKFORCE RECORDS

The Contractor shall on each working day provide to the FA a statement in writing showing the number of persons engaged and the hours worked by each person in the carrying out of the work under the Contract on that day in each of the following categories:

- (a) supervisor;
- (b) tradesperson;
- (c) labourer; and
- (d) apprentices and other.

5.9 AS-BUILT DOCUMENTATION AND OPERATIONS AND MAINTENANCE MANUALS

The Contractor shall provide draft operations and maintenance manuals prior to practical completion.

For the final issues of the Operation and Maintenance manuals three hardcopies suitably fitted in 3 or 4 ring A4 binders shall be specified. Appropriate Project identification, engineering system identification and issue status shall be provided on each page. An electronic copy of the Operation and Maintenance manuals on CD shall be provided. The use of PDF files is an acceptable format for the electronic copy of the Operations and Maintenance manuals.

As built drawings shall be provided in PDF and native file formats as per the reference documentation standards.

5.10 MEX ASSET MAINTENANCE SYSTEM

The Contractor shall allow to provide the necessary information in the required asset import template for incorporation of the facility into the Asset Maintenance System. The specifics of this requirement will be detailed to the Contractor and the services subcontractors at time of tender interview and again during the commissioning and handover process as documented.

6 PROGRAMMING OBLIGATIONS

6.1 FA's PROGRAM

The Contractor warrants that it has carefully perused the FA's program or proposed program for the project and the Contractor warrants that it is able to and will perform its obligations consistently with any such program. The Contractor acknowledges that the FA's program or proposed program is not a contract document for the purposes of the Contract and is provided for information only.

The FA's program may be updated, amended or replaced by the FA at any time. If the FA's program is updated, amended or replaced the Contractor shall at its cost provide an amended program in accordance with clause 5.2 and take whatever action is necessary to perform its obligations consistently with any such program. The FA does not warrant that the Works or any other work will be carried out consistently with the FA's program and the Contractor shall have no Entitlement arising from the Works or any other work not being carried out in accordance with the FA's program.

6.2 CONTRACTOR'S PROGRAM

Within 7 days after commencement of the work under the Contract and each month thereafter the Contractor shall provide to the FA a program for the work under the Contract in a form and containing the information and detail required by the FA in Microsoft project format. The Contractor shall ensure that its program is consistent with the FA's program. The Contractor shall not (without reasonable cause) depart from a program for the work under the Contract prepared in accordance with this clause.

A 'program' is a program prepared in the form of a computer generated time scaled critical path network logic chart in Microsoft Project Format indicating the following:

i) sequence and duration and activities constituting the critical path and the interrelationship between activities including float for activities not on the critical path; and
ii) sufficient detail of administrative and trade activity to fully describe the Contractor's planning of the Works and the method of achieving Practical Completion by the Date for Practical Completion and must contain as a minimum the following activities:

- a) site accessibility restrictions applicable;
- b) appointment of key subcontractors;
- c) finalisation of project inspection and test plan;
- d) procurement for key elements of the Works;
- e) inspection and testing for key elements of the Works;
- f) milestone and key dates for items including the approval of Authorities;
- g) on-site trade activities; and
- h) no activity may have a duration greater than 10 days.
- i) The schedule shall make allowance for the submission and review of design documents.
- j) Durations to be calculated based on good target productivity rates as appropriate.
- k) Buffers should be added to the schedule to protect against variability as appropriate
- l) Include approval activities in the design phase for the structural steel shop drawings and other critical path design submissions.

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- m) Include for commissioning and handover activities
 - n) Include defect inspection and rectification periods in the construction phase.
 - (iii) The chart(s) must be accompanied by a calendar specific to the Works and showing all working days as well as weekends, public and statutory holidays, rostered days off (which are generally recognised by the building industry in the jurisdiction of the Site) and the Christmas and Easter shutdown.
 - (iv) The critical path network chart must be colored to indicate critical and non-critical activities and the critical path together with total float for each activity.”

The Contractor acknowledges that:

- (a) compliance with this clause and any comment or approval by the FA; and
- (b) the furnishing of a program for the Works or an amended program,

shall not relieve the Contractor of its responsibility to comply with the Contract. If the Contractor fails to comply with this clause the FA may direct the Contractor in which order and at which time the work under the Contract shall be performed and the Contractor shall comply with such direction at the Contractor’s cost.

Following issue of the program required under the Contract and with all other programs and schedules that supersede this program over the life of the project and in addition to the requirements as detailed elsewhere in the Contract the Contractor is required to:

- a) Monitor the progress of all consultants and the Contractor/s against the program.
- b) Prepare detailed fit out, equipment installation and commissioning schedules to match the program. If appropriate detail is not already included in the master schedule.
- c) Manage and advise the FA’s Representatives of the programming consequences of any design variation or construction variation.
- d) Report monthly to FA on the status of the program.
- e) Revise the program at least monthly showing any alterations made and progress against the program.
- f) Report any milestones that may be at risk of not being met.

Failure to submit the Programs in the form and at the times required entitles Fiji Airports to engage external programmers to complete the required programs and actions on the Contractor’s behalf and deduct costs incurred from the Contract Sum.

7 COMMISSIONING AND HANDOVER PROCESSES

7.1 COMMISSIONING AND HANDOVER PLANS

Six months prior to forecast completion, the Contractor shall prepare commissioning and handover plans for each of the services trades and specialist equipment to be provided under the contract. The plans shall comply with the format and requirements of ANSI/ASHRAE/IES Standard 202-2018 ‘*Commissioning Process for Buildings and Systems*’.

These plans will then be reviewed by FA and the associated services consultant.

The Contractor shall amend and revise the plans as required to receive approval on these plans.

Failure to complete these plans prior to commissioning commencing may invalidate any commissioning works undertaken.

7.2 COMPLETION AND HANOVER PROCESS

The following procedure is to be adopted by the Contractor twelve (12) weeks from Completion to ensure the successful and timely handover of each stage of the Project to FA. Failure to follow this process may impair completion as per the associated contract conditions at FA's sole discretion.

Step 1

The Contractor is to convene a Project Finalization Meeting ("PFM") with the FA's Representatives to discuss all outstanding and incomplete Works (including any defects) on-site, outstanding Authority Requirements, and the like.

All outstanding Works are to be listed in a Completion and Compliance Register prepared and maintained in accordance with the agreed format for the Completion and Compliance Register included in the Contract Documents or similar as agreed between the FA's Representatives and the Contractor, with responsibility noted and the Register issued to the relevant parties. The Completion and Compliance Register must include a detailed program showing how (in terms of sequence, activities and expected duration) the Contractor intends to complete all outstanding obligations so as to achieve Practical Completion.

A completion program detailing all relevant survey/council/authority and/or other statutory approval requirements which are to be carried out by FA and/or the Contractor is to be tabled for review and comment at each PFM.

The outstanding items list is to be reviewed with the Contractor and checked for progress at fortnightly intervals.

The Contractor must co-ordinate with the FA's Representatives to review any areas of major concern in the Project.

The Contractor must table the updated Compliance Register at each PFM.

Minutes of PFMs are to be taken by the Contractor, reviewed with the FA's Representatives and distributed to all relevant parties no later than five (5) Days after each PFM.

Step 2

Fortnightly PFMs are to be held prior to Practical Completion (yet may be excused by formal advise of the FA's Representatives).

The agenda for the PFMs shall be:

Review previous minutes.

Review Authority Requirements as follows:

- i. Consent authorities: each development consent or construction certificate (or equivalent), and action to be taken;
- ii. Water authorities;
- iii. Electricity authorities;
- iv. Workplace safety authorities;

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- v. Fire and essential services authorities;
 - vi. Communications authorities;
 - vii. Gas authorities;
 - viii. Environmental planning, monitoring and compliance authorities;
- Construction matters:
- Outstanding works list;
 - Defects list;
 - Commissioning Program;
 - architectural finishes;
 - all services (including Authority certificates and approvals);
 - all soft and hard landscaping;
 - irrigation systems;
 - keys and security devices;
 - FA requirements/Early occupation;
 - Completion progress/Compliance Registers;
 - As-built drawings and manuals;
 - MEX data requirements and formats;
 - Warranties and guarantees;
 - Documents package for FA;
 - Site inspections as required under the completion pre-handover tasks;

Step 3: Completion.

Refer to the Contract conditions and Annexure for specific requirements. Further to these requirements, and to ensure there is no confusion, the following is the sequence of Pre-Handover tasks required to achieve Completion.

Pre - Handover Tasks.

All services* commissioned by services contractors with commissioning data and certifications as required by the consultants forwarded to the consultants.

All services* performance checked and defects list issued by relevant consultants including witness tests as detailed and required to verify commissioning has been completed.

Draft Operations and Maintenance Manuals Submitted

Operator and Technical Training completed as specified

Defects rectified by services contractor

Defect rectification checked and signed off by relevant consultants.

Finishes and FFE completed by contractor

Finishes and FFE checked by Architect and ID and defects issued.

Contractor completes defects.

Architect and ID check and sign off completion of defects.

Installation and sign off of Equipment and Scientific items.

Contractor and FA's Representatives inspect and issue defects list

Contractors complete defect rectification and this is verified as complete by the Contractor.

FA's Representatives inspect defect rectification

If defects completed to enable occupation, Practical Completion is granted.

*The term "Services" as detailed above applies to all needs to make a given space to be fully complete and functional. See detailed list below.

Definition of services (where applicable)

Electrical system

Gas system

Water Hot and Cold

Chilled water
Data network
MATV network
PLC Controls and systems
Fire detection systems / Fire Suppressions systems
HVAC systems
Communications networks.
Audio system / Visual System / Acoustic systems
Signage fixed and digital systems.
Chillers Equipment
Flight Information Display Systems
IT systems
CCTV and security systems
Storm water systems
Sewage systems
Baggage Systems

8 DEFECTS LIABILITY OBLIGATIONS

8.1 ACTIONS REQUIRED

8.1.1 Further to the requirements as detailed elsewhere in the Contract, the Contractor is required to provide a defect liability period on installed works, the specific duration is detailed within the contract;

8.1.1.1 Prepare and submit a program to the FA for approval detailing the steps to be taken during the Defects Liability Period for the identification and rectification of defects;

8.1.1.2 Allow for afterhours and intermittent restricted access to rectify defects in occupied areas.

8.1.1.3 Using the assistance of the other consultants prepare a list of defects to be rectified during the Defects Liability Period;

8.1.1.4 Provide the FA with any notice issued to subcontractor/s requesting the subcontractor/s to perform rectification work pursuant to the Subcontract; and

8.1.1.5 Ensure that the rectification work is carried out by the subcontractor/s.

8.2 CONTRACTOR SHALL NOTIFY

Prior to carrying out any rectification work, the Contractor shall notify the FA of:

- (a) the type of work;
- (b) the protection measures to be utilised;
- (c) the hours of work;
- (d) the effect of such work on the occupants of the premises; and
- (e) the effect of such work on services.

8.3 FA TO APPROVE RECTIFICATION

The Contractor must not commence to carry out any such rectification work without the FA's consent. The Contractor shall comply with any instructions by the FA as to the matters in clause 5.2 (a) – (e). Notwithstanding any consent or instructions under this clause, the Contractor remains wholly responsible for the rectification work.

8.4 TIME AND MANNER FOR CONTRACTOR TO CARRY OUT RECTIFICATION WORKS

If it is necessary for the Contractor to carry out rectification, the Contractor must do so at times and in a manner which causes as little inconvenience as is reasonably possible to the FA, FA and any occupants. The Contractor must comply with the occupier's workplace health and safety standards or requirements and any conditions imposed by the FA or the occupier including the payment of any access fees or security costs. The Contractor must give the FA sufficient prior notice of its proposed attendance so that the FA can give at least 2 Business Days prior notice to the occupier (except in case of emergency).

8.5 DEFECTS NOT RECTIFIED BY CONTRACTOR

Without prejudice to the FA's rights generally the FA may:

- (a) have any Defect rectified by others and recover the direct and indirect costs of so doing;
or
- (b) accept the defective work and at its option recover either the costs of making good the Defect or the reduction in value of the Works or the Head Contract Works and any other loss suffered by the FA,

as a debt due from the Contractor.



CLEANING, HYGIENE & PEST CONTROL SERVICES AT NADI AIRPORT TERMINAL, HYGIENE AND PEST CONTROL SERVICES FOR NADI FA OFFICES, NAUSORI & LABASA, SAVUSAVU & MATEI AIRPORT BUILDINGS

THIS AGREEMENT dated this _____ day of _____ 2024

BETWEEN: **AIRPORTS FIJI PTE LIMITED** trading as **Fiji Airports** a wholly owned Government Commercial Company pursuant to the Public Enterprises Act, 1996 and duly incorporated under the Companies Act, Cap. 247 and whose registered office is situated at Fiji Airports Headquarters, FA compound, Namaka, Nadi in the Fiji Islands (hereinafter referred to as **“the Company”**)

AND: _____ a company duly incorporated under the Companies Act 2015 and whose registered office is situated at _____ (hereinafter referred to as **“the Contractor”**) on the other part.

WHEREAS In response to an invitation by the Company calling for tender submissions, the Contractor has offered to conduct cleaning, hygiene and pest control services at the Nadi International Airport and, Hygiene and Pest Control Services at Nadi AFL offices, Nausori, Labasa, Savusavu and ,Matei Airport.

AND the Company has accepted the Contractor’s proposal subject to terms and conditions stated herein.

WHEREFORE THE PARTIES HERETO MUTUALLY AGREE

1.0 DEFINITIONS

1.1 Any reference to **“AFL”**, **“FA”** or **“the Company”** shall mean Airports Fiji Pte Limited and includes where the context allows its offices, directors, employees, administrators, successors and permitted assigns and its servants, agents, invitees and licensees and all others over whom it might be reasonably be expected to exercise control.

1.2 Any reference to **“the Contractor”** shall include where the context allows its officers, directors, employees, administrators, successors and permitted assigns and its servants, agents, invitees and licensees and all others over whom it might be reasonable be expected to exercise control.

1.3 Any reference to money shall mean Fijian currency.

1.4 The expansion **“the Site”** shall mean the buildings and other places to be made available to the

Contractor by the Company for the purpose of conducting the works as envisaged herein.

1.5 Any reference to a specific statute includes any statutory extension or modification, amendment or re-enactment of such statute and any regulations or orders made under such statute and any general reference to **statutes** includes any regulations or orders made under such statute or statutes.

1.6 The clause and schedule headings and the table of contents do not form part of this Agreement and shall not be taken into account in the construction or interpretation of this Agreement except that the Annexures contained herein shall form and be read in conjunction with this Agreement.

2.0 **CONTRACT PRICE**

2.1 The sum payable for the works to be conducted shall be (VEP) Per Annum.

2.2 The said sum stipulated in clause 2.1 immediately above shall be paid in Twelve (12) monthly installments.

2.3 The price will be fixed for a five year period accordingly.

3.0 **COMMENCEMENT AND DURATION**

3.1 The commencement date shall be the date upon which the Parties hereto execute this Agreement.

3.2 The duration of this Agreement shall be Five (05) years effective from the date of commencement **PROVIDED** that continuation of this contract from year to year shall be dependent upon a performance assessment to be conducted by the Company.

3.3 Such performance assessment as stated in Clause 3.2 immediately above shall be conducted not less one (01) month before the yearly anniversary and shall be communicated to the contractor.

3.4 In the event the Company is of the opinion that the contractor's performance is below that of the Company's expected standard and the Contractor is unable to demonstrate the ability to improve its performance to the satisfaction of the Company, the Company shall be at liberty to terminate this Agreement after having served not less than one (01) months' notice in writing. If the Agreement is terminated by the Company, no money whatsoever shall be paid to the Contractor.

4.0 **CONTRACTORS COVENANTS**

4.1 The Contractor covenants with the Company that by entering into this Agreement it shall;

- (i) Adhere to the terms and conditions as contained herein;
- (ii) Perform all works agreed upon to be conducted in a professional and timely manner;
- (iii) Ensure that all materials utilized for the works to be conducted are of the highest grade and suitable for the purpose for which this Agreement has been entered into; and
- (iv) Restrict its employees, agents, servants, permitted assigns and invitees and licensees

and all others over whom it might be reasonable be expected to exercise control to the areas of the site where works are to be conducted.

5.0 KEY PERSONNEL – SITE MANAGER

5.1 It is a condition of this Agreement that the Contractor employs a Site Manager who has the commensurate experience to carry out the Scope of Work of this Agreement. The Site Manager must be based at Nadi International Airport and be exclusively appointed by the Contractor for this Agreement. The appointed Site Manager must be approved by the Company before taking up the role with the Contractor. The Contractor must:

- (i) ensure that the Site Manager fully performs the scope of work required under this Agreement; and
- (ii) not remove the Site Manager without the Company's prior written approval, except if a person:
 - (a) dies;
 - (b) becomes ill or incapacitated so as to be unable to perform their role; or
 - (c) resigns from the Contractor's employment

in which case the Contractor must then replace that person with someone of at least equivalent ability, experience and expertise approved by the Company; and

- (iii) replace any Site Manager where, in the reasonable opinion of the Company, the relevant person:
 - (a) is not performing to the expectations of the Company; or
 - (b) has lost the confidence in the Site Manager,

in which case the Contractor must then replace that person with someone of superior ability, experience and expertise approved by the Company, for which approval will not be unreasonably withheld.

6.0 COMPANY'S COVENANTS

6.1 The Company covenants with the Contractor that by entering into this Agreement it shall;

- (i) pay the Contractor for all works conducted as per the specifications **PROVIDED** that the payments shall be made in accordance with the contents of Clause 2.2 herein;
- (ii) use its best endeavours to ensure that the work site where the agreed works are to be conducted is reasonable accessible to the Contractor so as to permit works to be conducted; and
- (iii) adhere to its obligations as contained herein.

7.0 CONTRACTORS EMPLOYEES

7.1 Contractors personnel shall at all times be employees or agents of the Contractor and not of FA and shall not represent themselves as employees or agents of FA.

7.2 Contractors personnel shall be informed, educated and trained particularly on the following topics:

- i) Emergency and firefighting management;
- ii) First Aid

7.3 Contractor's personnel will be required to;

- i) behave in a manner characterized by the utmost correctness and politeness;
- ii) act at all times with professional diligence in order to ensure the proper and effective implementation of services for which they are responsible

7.4 Contractor's personnel must comply with the following rules:

- i) Wear suitable clothing/uniform kept in perfect state of cleanliness and decorum;
- ii) Wear valid FA Identification card bearing the name and surname, the company to which they belong and the type of service performed;
- iii) Perform the tasks entrusted in the established organizational arrangements;
- iv) During the execution of service and time on the premises, staff are forbidden from engaging in any of the following:
 - i) Smoking;
 - ii) Consumption of kava or liquor
 - iii) Carriage or use of mobile phones

7.5 The Contractor personnel shall be physically fit to carry out the work required of them.

8.0 INDEMINITY

8.1 The Company shall be fully indemnified by the Contractor against all and any damages, losses, costs, expenses, actions, demands, interest, proceedings, claims and liabilities for damages, personal injury, loss of life, monetary loss or otherwise made against or suffered or incurred and instituted by third party **PROVIDED** that such damages, personal injury, loss of life, monetary loss or otherwise is the result of the gross negligence, misconduct, breach and/or default of the Contractor or any of its agents, servants, invitees and licensees and all others over whom it might be reasonable be expected to exercise control.

9.0 PUBLIC LIABILITY POLICY

9.1 Prior to the commencement of works, the Contractor shall demonstrate to the satisfaction of the Company that a Public Liability Policy has been obtained for the sum of One million dollars (\$1,000,000.00) and such policy shall have been obtained for a period until the expiration of this Agreement.

9.2 The Policy shall state the Company as an additional insured and shall be effected with a reputable

insurer approved in writing by the Company PROVIDED that such approval must not be unreasonable withheld.

10.0 FORCE MAJEURE

10.1 A party shall not be liable for any delay or failure to perform its obligation under this Agreement if such failure or delay is due solely to reasons outside its control, namely Acts of God, civil war, invasion or action of the island's enemies, riots, strikes and civil commotion. A party unable to fulfil its obligation shall immediately notify the other party in writing of its failure and the effect of such failure.

10.2 A party relying upon Clause 8.1 shall use its best endeavours to fulfil its obligations and as soon as the cause of the delay or failure to fulfil its obligations is at an end shall comply with the terms of this Agreement

10.3 In the event a Force Majeure continues for a period in excess of fourteen (14) consecutive days the other party may terminate this Agreement by notice of seven (07) days in writing of its intention to so terminate this Agreement AND the party claiming an inability from such Force Majeure shall not be entitled to any compensation and or/redress.

11.0 SERVICE OF NOTICE

11.1 All and any notice (s) to be served on the other party shall be deemed to have been delivered if:

- (i) via ordinary mail, three working days from the date of postage;
- (ii) via registered mail on the date of postage; and
- (iii) via facsimile transmission on the date of transmission

PROVIDED any such notice (s) is addressed to the following addresses of the Parties herein:

Attention: Chief Executive Officer Airports Fiji Pte Limited, Private Mail Bag, Nadi International Airport

Or

Attention: Chief Executive Officer
Fiji Airports Headquarters,
FA Compound,
Namaka, Nadi

12.0 AMENDMENTS AND VARIATIONS

12.1 No provision in this Agreement shall be amended or varied without the prior written consent of the other party and any such amendment and/or variation shall be in writing signed by both parties.

13.0 CONTRACTUAL RELATIONSHIP

13.1 The parties acknowledge and mutually agree that this Agreement does not and shall not confer an Employer-Employee relationship or Agent-Developer between the parties hereto AND neither the Contractor nor its employees or otherwise shall be entitled to any statutory entitlements including but not limited to Fiji National Provident Fund contributions, PAYE, or Workman's Compensation.

14.0 GOVERNING AND JURISDICTION

14.1 This Agreement shall be governed by the Laws of the Fiji Islands and the parties hereto submit themselves to the exclusive jurisdiction of the Courts within the said country **PROVIDED** that the parties hereto mutually agree that a form of Alternative Dispute Resolution shall be the first option and course of redress in the event of any dispute arising out of this Agreement.

14.2 The parties agree that in the event of the following shall be adhered to as the first option for dispute resolution:

(i) refer the dispute to the respective Parties' appointed representative with the aim of actively resolving the dispute with seven (07) working days;

(ii) in the event (i) above fails the dispute shall be referred to the respective Parties' Chief Executive Officers who shall endeavour to resolve such dispute within fourteen (14) working days;

(iii) failure to resolve such dispute within (ii) above the matter shall be referred to mediation

14.3 Nothing in the forgoing provisions shall prevent a Party from seeking urgent equitable relief from a Court of competent jurisdiction.

14.4 In the event a dispute is referred to mediation the Parties shall bear the costs associated therewith equally.

14.5 The mediator shall be a person mutually agreed to by the parties and failing an agreement shall be appointed by the President of the Fiji Law Society.

15.0 SEVERABILITY

15.1 If any clause or part of clause contained in this Agreement shall be judicially held to be invalid or unenforceable the remainder of the Agreement shall be interpreted as if such clause has not been included.

16.0 WAIVER

16.1 No waiver by either party of one breach of any covenant, obligation or provision in this Agreement contained or implied shall operate as waiver of another breach of the same or of any covenant, obligation or provision in this Agreement contained or implied.

17.0 DEFAULT AND TERMINATION

17.1 In the event of a breach of any covenant contained herein and such breach having continued for

five (05) consecutive days after having been duly notified and served the other Party shall be at liberty to terminate this Agreement by service of such intention not less than one (01) month from the date of intended termination.

IN WITNESS WHEREFORE the parties have entered into this Agreement on the date stipulated aforementioned.

SIGNED by **MESAKE NAWARI** after the contents hereof were read and explained to him in the English language and he appeared fully to understand the meaning and effect hereof and declares that he duly authorized to enter into this Agreement for and on behalf of Airports Fiji Pte Limited.

Witness

SIGNED by _____ after the contents hereof were read over and explained to him in the English language and he appeared fully to understand the meaning and effect hereof and declares that he is duly authorized to enter into this Agreement for and on behalf of _____.

Witness



Request for Tender

CLEANING, HYGIENE, SANITATION & PEST CONTROL

RFT released: 4th May 2024

Deadline for Tenders: 24/05/2024

Cleaning, Hygiene, Sanitation & Pest Control Services

Fiji Airports
FA Compound
Namaka, Nadi Fiji

Revision History:		<i>Name</i>	<i>Date</i>	<i>Comments</i>
1	Prepared by:	<i>Priti Singh</i>	<i>30/04/2024</i>	Draft version
	Approved by:	<i>Salote Delailomaloma</i>	<i>1/05/2024</i>	



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Cleaning, Hygiene, Sanitation & Pest Control Services

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THIS OPPORTUNITY IN A NUTSHELL

This Request for Tender (“RFT”) is issued by Fiji Airports to invite Contractors to make a formal Tender for the following works located at various location.

LOCATION	SERVICES REQUIRED
Nadi Airport Terminal	Cleaning, Hygiene & Sanitation and Pest Control Services
Fiji Airports Nadi Offices	Hygiene, Sanitation & Pest control Services
Transmitter stations	Pest Control Services
Nausori Airport/ FA offices	Hygiene, Sanitation & Pest control Services
Labasa Airport	Hygiene, Sanitation & Pest control Services
Savusavu Airport	Hygiene, Sanitation & Pest control Services
Matei Airport	Hygiene, Sanitation & Pest control Services

This document should provide sufficient information for service partners to prepare suitable responses. This RFT is not an offer or order by Fiji Airports, but rather an invitation for service partner responses.

What we need

Fiji Airports is seeking responses to this RFT from experienced Cleaning, Hygiene, Sanitation and Pest Control Service Contractors with specific experience in operating within large operational environments.

What’s important to us

Safety in execution is paramount together with the highest quality of works completed. The offer will represent overall best value from a Contractor who can deliver the services described with a proven good record of past performance in similar contracts.

A bit about us

Airports Fiji Pte Limited trading as Fiji Airports is a fully owned Government Commercial Company (GCC) that was established on 12 April 1999 under the Public Enterprise Act, 1996. It was formed following the reorganization of the Civil Aviation Authority of Fiji (CAAF).

The company reports to the Prime Minister and Minister for Foreign Affairs, Climate Change, Environment, Civil Service, Information, Public Enterprises and Veteran Affairs.

Fiji Airports owns and operates Nadi International Airport and manages Nausori Airport and 13 other domestic outer island airports on behalf of Government as well as providing Air Traffic control services across our 6.5 million a square kilometre flight information region.

Please refer to our website for additional information [Fiji Airports & Nadi International Airport & Fiji Air Traffic Management & Nadi Flight Information Region \(airportsfiji.com\)](http://airportsfiji.com)

1 KEY INFORMATION

1.1 Context

- a. This Request for Tender (RFT) is an invitation to suitably qualified contractors to submit a Tender for the [the provision of Cleaning, Hygiene, Sanitation & Pest Control Services for Nadi Airport terminal, Hygiene, Sanitation & Pest Control for Fiji Airports Nadi offices, Nausori, Labasa, Savusavu and Matei Airport.] contract opportunity.
- b. This RFT is the first stage of single stage procurement process whereby suitable Respondents have been shortlisted for this Tender.
- c. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means *'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the marketplace that does not submit a Tender.'* Definitions are at the end of Section 6.

1.2 Our Timeline

- a. Here is our indicative timeline for this RFT.

Steps in RFT process:	Date
RFT Release	04-May-24
Compulsory Tender Briefing/Site Visit	10-May-24
Deadline for Questions from contractors:	17-May-24
Deadline for Tenders:	4.00pm , 24 May 2024
Unsuccessful Respondents notified of award of Contract:	21-Jun-24
Anticipated Contract start date:	01-Aug-24

- b. All dates and times are dates and times in Fiji.

1.3 How to contact us

- a. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
- b. **Our Point of Contact**
Name: Priti Singh
Title/role: Manager Airport Landside Operations & Customer Services
Email address: Pritir@fijjairports.com.fj

1.4 Developing and submitting your Tender

- a. This is a competitive tender process. The RFT sets out the step-by-step process and conditions that apply.
- b. Take time to read and understand the RFT. In particular:
 - i. develop a strong understanding of our Requirements detailed in Section 2.
 - ii. in structuring your Tender consider how it will be evaluated. Section 3 describes our Evaluation Approach.
- c. If anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions. Email our Point of Contact.
- d. In submitting your Tender, you must use the Response Form provided. This is a Microsoft Word document that you can download.
- e. You must also complete and sign the declaration at the end of the Response Form.
- f. Check you have provided all information requested, and in the format and order asked for.
- g. Having done the work don't be late – please ensure you get your Tender to us before the ATM Close Date and ATM Close Time. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.

1.5 Address for submitting your Tender

- a. Tenders must be submitted electronically via Tenderlink via <https://portal.tenderlink.com/afj> before the ATM Close Date and ATM Close Time and in accordance with the tender response lodgement procedures set out in this documentation and on Tenderlink.
- b. Tenders must be lodged electronically via Tenderlink, utilising the word format of the RFT Response document provided at Appendix D. Submit in PDF format 10.0 (or above), the file name should incorporate the Respondent's company name. Tenders have an upload limit of 2GB and up to 30 documents. Documents can be zipped and uploaded as a zip file also.
- c. Respondents will receive a Successful Submission Receipt timed and dated upon completion.
- d. Tenders sent by post or fax, or hard copy delivered to our office, will not be accepted.
- e. Tenders sent by fax or email will not be accepted.

1.6 Our RFT Process, Terms and Conditions

- a. Offer Validity Period: In submitting a Tender, the Respondent agrees that their offer will remain open for acceptance by the FIJI AIRPORTS for 90 days from the ATM Close Date and ATM Close Time.
- b. The RFT is subject to the RFT Process, Terms and Conditions (shortened to RFT-Terms) described in Section 6.

1.7 Later changes to the RFT or RFT process

- a. If, after publishing the RFT, we need to change anything about the RFT, or RFT process, or want to provide contractors with additional information we will let all contractors know by issuing a tender addendum via Tenderlink.

1.8 Tenderlink system

- a. Should assistance be required please use the online manual on the portal under Support/Online Manuals/Making a Submission or contact Tenderlink Customer Support on 1800 233 533 (AU) or 0800 698 363 (NZ).

2 OUR REQUIREMENTS

1.1 Background

Fiji Airports require the provision of Cleaning, Hygiene, Sanitation & Pest Control Services for Nadi Airport terminal, Hygiene, Sanitation & Pest Control for Fiji Airports Nadi offices, Nausori, Labasa, Savusavu and Matei Airport. These works are undertaken in an operational airport and require that the works are planned and worked as per work specification to enable the continued operation with less interruption. A detailed work specification is provided with this RFT and shall be followed.

1.2 Scope of Works

The following describes the overall scope. Airport Layout-Refer Appendix A

LOCATION	SERVICES REQUIRED
Nadi Airport Terminal	Cleaning, Hygiene & Sanitation and Pest Control Services
Fiji Airports Nadi Offices	Hygiene, Sanitation & Pest control Services
Transmitter Stations	Pest Control Services
Nausori Airport/ FA offices	Hygiene, Sanitation & Pest control Services

Labasa Airport	Hygiene, Sanitation & Pest control Services
Savusavu Airport	Hygiene, Sanitation & Pest control Services
Matei Airport	Hygiene, Sanitation & Pest control Services

1.3 Form of contract

The form of contract proposed to be used for this contract shall be cleaning contract which is attached in Appendix D. The Respondent in providing their submission should highlight any proposed changes to this document as a part of their Tender.

1.4 Project Procurement Methodology

Fiji Airports intends to engage a suitably qualified Contractor who is able to clearly demonstrate applicable experience in airport works on operational airports involving both day and night shift operations.

Specifications and design documentation shall be provided with this RFT to enable effective tendering of the project works.

1.5 Expenses and Disbursements

All expenses and disbursements, including but not limited to the cost of site visits/inspections, phone calls, emails, printing, photocopying and travel shall be included in the Contractor's tender price.

1.6 Other Tender documents

In addition to this RFT we refer to the following documents. These have been uploaded on Tenderlink and are available for all interested suppliers. These documents form part of this RFT.

- a. Airport Layout-Refer Appendix A
- b. Cleaning, Hygiene, Sanitation & Pest Control Services Scope of works-Refer to Appendix B
- c. Fiji Airports Operational Specification-Refer to Appendix C
- d. Tender Response Form including tender conditions- Refer to Appendix D
- e. Fiji Airports Cleaning Works Contract-Refer to Appendix E.

3 OUR EVALUATION APPROACH

3.1 Evaluation model

The evaluation model that will be used is weighted attribute (weighted criteria). Price is a weighted criterion. This means that all Tenders that are capable of full delivery on time will be shortlisted. The Tender that scores the highest will likely be selected as the Successful Respondent.

3.2 Pre-conditions

Each Tender must meet all of the following pre-conditions. Tenders which fail to meet one or more will be eliminated from further consideration.

Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting a Tender.

#	Pre-condition
1.	For those firm’s registered in Fiji – Have current FRCS and FNPF compliance certificates.
2.	To hold a minimum \$1 million dollars FJD in Public Liability Insurance.
3.	Must have valid registration and must have been established for not less than 3 years from the date of the tender advertisement.

3.3 Evaluation criteria

Tenders which meet all pre-conditions will be evaluated on their merits according to the following evaluation criteria and weightings.

Criterion	Weighting
1. Proposed Solution (fit for purpose)	30%
2. Capability of the Respondent to deliver	30%
3. Broader Outcomes – Community Benefits	10%
4. Price	30%
Total weightings	100%

3.4 Scoring

The following scoring scale will be used in evaluating Tenders. Scores by individual panel members may be modified through a moderation process across the whole evaluation panel.

Rating	Definition	Score
EXCELLENT significantly exceeds the criterion	Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Tender identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD exceeds the criterion in some aspects	Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Tender identifies factors that will offer potential added value, with supporting evidence.	7-8
ACCEPTABLE meets the criterion in full, but at a minimal level	Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	5-6
MINOR RESERVATIONS marginally deficient	Satisfies the criterion with minor reservations. Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	3-4
SERIOUS RESERVATIONS significant issues that need to be addressed	Satisfies the criterion with major reservations. Considerable reservations of the respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	1-2
UNACCEPTABLE significant issues not capable of being resolved	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	0

3.5 Price

We wish to obtain the best value-for-money over the whole-of-life of the Contract. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity and price.

If a Respondent offers a price that is substantially lower than other Tenders (an abnormally low bid), the Fiji Airports may seek to verify with the Respondent that the Respondent is capable of fully delivering all of the Requirements and meeting all of the conditions of the Proposed Contract for the price quoted.

3.6 Optional evaluation process and due diligence

In addition to the above, we may undertake the following process and due diligence in relation to shortlisted Respondents. The findings will be taken into account in the evaluation process. Should we decide to undertake any of these we will give shortlisted Respondents reasonable notice.

- a. reference check the Respondent organisation and named personnel
- b. other checks against the Respondent e.g. Companies Office
- c. interview Respondents
- d. request Respondents make a presentation
- e. arrange site-visits
- f. test products

4 PRICING INFORMATION

4.1 Pricing information to be provided by Respondents.

Respondents are to provide their price as part of their Tender. In submitting the Price the Respondent must meet the following:

- a. Respondents are to use the pricing schedule template provided.
- b. the pricing schedule is to show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the Requirements over the whole-of-life of the Contract. It must also clearly state the total Contract price exclusive of VAT.
- c. the variation price schedule is based on fee rates, all rates to be specified on an hourly rate.
- d. in preparing their Tender, Respondents are to consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Tender and pricing information to manage such risks and contingencies.
- e. Respondents are to document in their Tender all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that the FIJI AIRPORTS or a third party will incur any cost related to the delivery of the Requirements is to be stated, and the cost estimated if possible.
- f. prices should be tendered in FJD\$. Unless otherwise agreed, the FIJI AIRPORTS will arrange contractual payments in FJD\$.
- g. where a Respondent has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule) this can be submitted as an alternative pricing model. However, the Respondent must also submit a pricing schedule that conforms.
- h. where two or more Respondents intend to lodge a joint or consortium Tender the pricing schedule is to include all costs, fees, expenses and charges chargeable by all Respondents.

5 OUR PROPOSED CONTRACT

5.1 Proposed Contract

Cleaning Works Contract is the Proposed Contract that we intend to use for this work. This is included in Appendix D.

5.2 Departures

In submitting your Tender you must let us know if you wish to question and/or negotiate any of the terms or conditions in the Proposed Contract, or wish to negotiate new terms and/or conditions. The Response Form contains a section for you to state your position. If you do not state your position, you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

6 RFT PROCESS, TERMS AND CONDITIONS

6.1 Note to Contractors and Respondents

- a. In managing this procurement, the FIJI AIRPORTS will endeavour to act fairly and reasonably in all of its dealings with interested suppliers and Respondents, and to follow due process which is open and transparent.
- b. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means 'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Tender.' Definitions are at the end of this section.
- c. If you have any questions about the RFT-Terms please email our Point of Contact.

6.2 Preparing a Tender

- a. Respondents are to use the Response Form provided and include all information requested by the FIJI AIRPORTS in relation to the RFT.
- b. By submitting a Tender the Respondent accepts that it is bound by the RFT Process, Terms and Conditions (RFT-Terms) contained in Section 6 (as varied by Section1, paragraph 1.6, if applicable).
- c. Each Respondent will:
 - i. examine the RFT and any documents referenced in the RFT and any other information provided by the FIJI AIRPORTS

- ii. consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in its Tender to manage such risks and contingencies
 - iii. document in its Tender all assumptions and qualifications made about the delivery of the Requirements, including any assumption that the Fiji Airports or a third party will deliver any aspect of the Requirements or incur any cost related to the delivery of the Requirements
 - iv. ensure that pricing information is quoted in FJD\$ exclusive of VAT
 - v. if appropriate, obtain independent advice before submitting a Tender
 - vi. satisfy itself as to the correctness and sufficiency of its Tender, including the proposed pricing and the sustainability of the pricing.
- d. There is no expectation or obligation for Respondents to submit Tenders in response to the RFT solely to remain on any prequalified or registered supplier list. Any Respondent on such a list will not be penalised for failure to submit a Tender.

6.3 Offer Validity Period

- a. Tenders are to remain valid and open for acceptance by the FIJI AIRPORTS for the Offer Validity Period of 90 days from date of tender.

6.4 Respondents' Deadline for Questions

- b. Each Respondent should satisfy itself as to the interpretation of the RFT. If there is any perceived ambiguity or uncertainty in the RFT document/s Respondents should seek clarification before the Deadline for Questions.
- c. All requests for clarification must be made by email to the FIJI AIRPORTS' Point of Contact. The FIJI AIRPORTS will endeavour to respond to requests in a timely manner, but not later than the deadline for the FIJI AIRPORTS to answer Respondents' questions in Section 1, paragraph 1.2.a, if applicable.
- d. If the FIJI AIRPORTS considers a request to be of sufficient importance to all Respondents it may provide details of the question and answer to other Respondents. In doing so the FIJI AIRPORTS may summarise the Respondent's question and will not disclose the Respondent's identity. The question and answer will be posted on Tenderlink and issued as an Addendum to all participating Respondents. A Respondent may withdraw a request at any time.
- e. In submitting a request for clarification a Respondent is to indicate, in its request, any information that is commercially sensitive. The FIJI AIRPORTS will not publish such commercially sensitive information. However, the FIJI AIRPORTS may modify a request to eliminate such commercially sensitive information and publish this and the answer where the FIJI AIRPORTS considers it of general significance to all Respondents. In this case, however, the Respondent will be given an opportunity to withdraw the request or remove the commercially sensitive information.

6.5 Submitting a Tender

- a. Subject to paragraph (c)(i) the Respondent must ensure that its Tender is not prepared (in whole or in part) by any officer, employee, agent or adviser of the Respondent who was:
 - i. an employee of the Fiji Airports at any time during the six months immediately preceding:
 - ii. if the Fiji Airports is using Tenderlink, the date on which the Tender Documents were published on Tenderlink or otherwise issued to the Respondent; or
 - iii. if the Fiji Airports is not using Tenderlink, the date on which the Tender Documents were issued to the Respondent;
- b. If the Respondent wishes to request permission to have a person described under paragraph (a) contribute to or participate in the preparation of the Tender, it must notify the Contact Officer by email no later than 14 days prior to the ATM Close Date and ATM Close Time, providing details of the person, the person's status under paragraph (a) and the person's proposed contribution to or participation in the preparation of the Tender.
- c. If a request is made under paragraph (b), the Contact Officer will notify the Respondent by email that the Fiji Airports (in its absolute discretion) either:
 - i. grants permission, whether with or without such conditions as The FIJI AIRPORTS thinks fit (which may include requiring the relevant person to make a statutory declaration or duly execute a deed); or
 - ii. refuses permission.

6.6 Use of Former Fiji Airports Personnel in Preparation of Tender

- a. Each Respondent is responsible for ensuring that its Tender is received by the Fiji Airports at the correct address on or before the ATM Close Date and ATM Close Time. The Fiji Airports will acknowledge receipt of each Tender.
- b. The Fiji Airports intends to rely on the Respondent's Tender and all information provided by the Respondent (e.g. correspondence and negotiations). In submitting a Tender and communicating with the FIJI AIRPORTS each Respondent should check that all information it provides to the FIJI AIRPORTS is:
 - i. true, accurate and complete, and not misleading in any material respect
 - ii. does not contain Intellectual Property that will breach a third party's rights.

6.7 Evaluation panel

- a. The Fiji Airports will convene an evaluation panel comprising members chosen for their relevant expertise and experience. In addition, the FIJI AIRPORTS may invite independent advisors to evaluate any Tender, or any aspect of any Tender.

6.8 Information Necessary for Submissions

- a) Before completing the submission response respondents must carefully read and comply with the Terms and Conditions for the RFT (this document).

- b) Lodgement of a submission shall be taken to mean that the respondent has obtained all information necessary for its accurate preparation. The information contained in or attached to this document or subsequently provided, is provided in good faith. However it is provided for guidance only and no guarantee is given as to its accuracy, completeness, validity or applicability. No claim may be made against Fiji Airports for costs or losses which may arise from anything contained in or omitted from this document or provided subsequently.
- c) Claims by the successful respondent(s) for extra remuneration on the grounds of not being furnished with sufficient, or accurate information, or any unforeseen terms will not be considered by Fiji Airports.
- d) This document is not an offer and is to obtain information only.
- e) Note that regardless of anything expressed or implied to the contrary in this document, Fiji Airports reserve the right to conduct the RFT process as they see fit and Fiji Airports reserves the right to select the successful respondent as it sees fit.

6.9 Confidentiality

- a) Confidential information includes all information and documentation obtained by or provided to you during this RFT process, including, without limitation, this document but excluding all information which is in the public domain; is required to be disclosed by law or was already known by you and is in the public domain (“Confidential Information”). Respondents may only use Confidential Information for the purposes of this RFT process.
- b) By accepting this document, recipients agree to keep Confidential Information confidential and will only use it for the purposes of this RFT. No information contained in this document is to be shared or revealed to anyone not approved by Fiji Airports in writing.
- c) The Recipient must:
 - i. Hold the Confidential Information in strict confidence and not disclose, or cause or permit the disclosure of, the Confidential Information.
 - ii. Keep the Confidential Information including without limitation any documents secure and protected from any use, disclosure or access by any other party.
 - iii. Promptly notify Fiji Airports if it suspects, or becomes aware of, any unauthorised use, storage, copying or disclosure of the Confidential Information.

6.10 Cost of Preparation of Submissions

- a) Respondents are responsible for their own cost of preparing and lodging submissions and all other costs, including site visits, arising out of the process. For the avoidance of doubt, no claim can be brought against Fiji Airports if this process is aborted or if there is otherwise a departure from the processes set out in this document at any time.

6.11 Format of Submission Response

- a) The response must contain all the documents and information requested, and all questions must be answered.
- b) Submissions must include a complete response as per instructions in the document and these conditions. Failure to observe these instructions may cause a response to be considered non-compliant, however Fiji Airports reserves the right to include same in its evaluation.

6.12 Lodging the Submission

- a) Submissions must be lodged by the date specified in the document. Late submissions may be considered invalid and excluded from the evaluation, however Fiji Airports reserves the right to accept late submissions if in Fiji Airports' reasonable opinion the late submission was due to factors beyond the control of the recipient and Fiji Airports does not consider that acceptance is unfair to other respondents.
- b) Upon delivery of the responses in accordance with Clause 3.1 of this document, the submissions become the property of Fiji Airports, however Fiji Airports agrees to keep all Confidential Information, confidential and only use such information for the purposes of this RFT.

6.13 Additional Information

- a) The respondent may be called upon to supply information additional to that shown in its submission in respect of the services to be provided.
- b) The respondent may be required to authenticate and, or provide evidence of claims made in its submissions.
- c) False or misleading claims or claims that cannot subsequently be authenticated may disqualify a respondent from further consideration and render their submission invalid.
- d) Respondents can include in their submission any other information that may enhance the competitiveness of their submission.

6.14 Acceptance

- a) Fiji Airports shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed by the parties.
- b) An invitation to negotiate further with a respondent will not constitute an acceptance of the submission by Fiji Airports.
- c) An acceptance of a submission or any invitation to negotiate or make an offer will not constitute a contract to supply services to Fiji Airports.

6.15 Reservation of Rights

Fiji Airports reserves the right to:

- a) Extend the submission closing date.
- b) Amend the requirements at any time prior to the submission closing date, provided that the amendment is notified to all respondents.
- c) Include non-compliant responses in any evaluation.
- d) Seek information from or negotiate with one or more of the respondents on any issue at any time and to continue to negotiate with one or more of the respondents.
- e) Discontinue negotiations at any time with any respondent.
- f) Abandon this process whether before or after the receipt of submissions.
- g) Make inquiries of any person, company or organisation to ascertain information regarding the respondent and its submission.
- h) Take any other action it considers appropriate;

And if Fiji Airports chooses to exercise any of these rights, no claim may be made against Fiji Airports for any resulting costs or losses.

6.16 Respondent's Expectations

Respondents may expect that:

- a) Fiji Airports will preserve the confidentiality of respondents' confidential information.
- b) Fiji Airports will afford invited respondents the opportunity to compete fairly for the business.
- c) Fiji Airports will provide advice to respondents on the outcomes of their offer.

6.17 Third party information

- a. Each Respondent authorises the FIJI AIRPORTS to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Tender.
- b. Each Respondent is to ensure that all referees listed in support of its Tender agree to provide a reference.
- c. To facilitate discussions between the FIJI AIRPORTS and third parties each Respondent waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

6.18 Fiji Airports' clarification

- a. The Fiji Airports may, at any time, request from any Respondent clarification of its Tender as well as additional information about any aspect of its Tender. The Fiji Airports is not required to request the same clarification or information from each Respondent.
- b. The Respondent must provide the clarification or additional information in the format requested. Respondents will endeavour to respond to requests in a timely manner. The FIJI AIRPORTS may take such clarification or additional information into account in evaluating the Tender.
- c. Where a Respondent fails to respond adequately or within a reasonable time to a request for clarification or additional information, the Fiji Airports may cease evaluating the Respondent's Tender and may eliminate the Tender from the RFT process.
- d. Each Respondent authorises the Fiji Airports to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Tender.

6.19 Evaluation and shortlisting

- a. The Fiji Airports will base its initial evaluation on the Tenders submitted in response to the RFT. The Fiji Airports may adjust its evaluation of a Tender following consideration of any clarification or additional information as described in paragraphs 6.8 and 6.9.
- b. In deciding which Respondent/s to shortlist the Fiji Airports will take into account the results of the evaluations of each Tender and the following additional information:
 - i. each Respondent's understanding of the Requirements, capability to fully deliver the Requirements and willingness to meet the terms and conditions of the Proposed Contract
 - ii. except where the price is the only criterion, the best value-for-money over the whole-of-life of the goods or services.
- c. In deciding which Respondent/s, to shortlist the Fiji Airports may take into account any of the following additional information:
 - i. the results from reference checks, site visits, product testing and any other due diligence
 - ii. the ease of contracting with a Respondent based on that Respondent's feedback on the Proposed Contract (where these do not form part of the weighted criteria)
 - iii. any matter that materially impacts on the Fiji Airports' trust and confidence in the Respondent
 - iv. any other relevant information that the Fiji Airports may have in its possession.
- d. The FIJI AIRPORTS will advise Respondents if they have been shortlisted or not. Being shortlisted does not constitute acceptance by the Fiji Airports of the Respondent's Tender, or imply or create any obligation on the Fiji Airports to enter into negotiations with, or award a Contract for delivery of the Requirements to any shortlisted Respondent/s. At this stage in the RFT process the Fiji Airports will not make public the names of the shortlisted Respondents.

6.20 Negotiations

- a. The Fiji Airports may invite a Respondent to enter into negotiations with a view to contract. Where the outcome is unsatisfactory the Fiji Airports may discontinue negotiations with a Respondent and may then initiate negotiations with another Respondent.
- b. The Fiji Airports may initiate concurrent negotiations with more than one Respondent. In concurrent negotiations the Fiji Airports will treat each Respondent fairly, and:
 - i. prepare a negotiation plan for each negotiation
 - ii. advise each Respondent, that it wishes to negotiate with, that concurrent negotiations will be carried out
 - iii. hold separate negotiation meetings with each Respondent.
- c. Each Respondent agrees that any legally binding contract entered into between the Successful Respondent and the Fiji Airports will be essentially in the form set out in Section 5, the Proposed Contract.

6.21 Respondent's Debrief

- a. At any time after shortlisting Respondents the Fiji Airports will offer all Respondents who have not been shortlisted a debrief. Each Respondent will have 30 Business Days, from the date of offer, to request a debrief. When a Respondent requests a debrief, the Fiji Airports will provide the debrief within 30 Business Days of the date of the request, or of the date the Contract is signed, whichever is later.
- b. The debrief may be provided by letter, email, phone or at a meeting. The debrief will:
 - i. provide the reasons why the Tender was or was not successful
 - ii. explain how the Tender performed against the pre-conditions (if applicable) and the evaluation criteria
 - iii. indicate the Tender's relative strengths and weaknesses
 - iv. explain, in general terms, the relative advantage/s of the successful Tender
 - v. seek to address any concerns or questions from the Respondent
 - vi. seek feedback from the Respondent on the RFT and the RFT process.

6.22 Notification of outcome

- a. At any point after conclusion of negotiations, but no later than 30 Business Days after the date the Contract is signed, the Fiji Airports will inform all unsuccessful Respondents of the name of the Successful Respondent, if any.

6.23 Issues and complaints

- a. A Respondent may, in good faith, raise with the Fiji Airports any issue or complaint about the RFT, or the RFT process at any time.
- b. Fiji Airports will consider and respond promptly and impartially to the Respondent's issue or complaint.
- c. Both Fiji Airports and Respondent agree to act in good faith and use their best endeavours to resolve any issue or complaint that may arise in relation to the RFT.

- d. The fact that a Respondent has raised an issue or complaint is not to be used by the Fiji Airports to unfairly prejudice the Respondent's ongoing participation in the RFT process or future contract opportunities.

6.24 Fiji Airports' Point of Contact

- a. All enquiries regarding the RFT must be directed by email to the FIJI AIRPORTS' Point of Contact. Respondents must not directly or indirectly approach any representative of the FIJI AIRPORTS, or any other person, to solicit information concerning any aspect of the RFT.
- b. Only the Point of Contact, and any authorised person of the FIJI AIRPORTS, are authorised to communicate with Respondents regarding any aspect of the RFT. The FIJI AIRPORTS will not be bound by any statement made by any other person.
- c. The FIJI AIRPORTS may change the Point of Contact at any time. The FIJI AIRPORTS will notify Respondents of any such change. This notification may be posted on Tenderlink or sent by email.
- d. Where a Respondent has an existing contract with the FIJI AIRPORTS then business as usual communications, for the purpose of managing delivery of that contract, will continue using the usual contacts. Respondents must not use business as usual contacts to lobby the FIJI AIRPORTS, solicit information or discuss aspects of the RFT.

6.25 Conflict of Interest

- a. Each Respondent must complete the Conflict of Interest declaration in the Response Form and must immediately inform the FIJI AIRPORTS should a Conflict of Interest arise during the RFT process. A material Conflict of Interest may result in the Respondent being disqualified from participating further in the RFT.

6.26 Ethics

- a. Respondents must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of the FIJI AIRPORTS in relation to the RFT.
- b. A Respondent who attempts to do anything prohibited by paragraphs 6.15.a. and d. and 6.17.a. may be disqualified from participating further in the RFT process.
- c. The FIJI AIRPORTS reserves the right to require additional declarations, or other evidence from a Respondent, or any other person, throughout the RFT process to ensure probity of the RFT process.

6.27 Anti-collusion and bid rigging

- a. Respondents must not engage in collusive, deceptive or improper conduct in the preparation of their Tenders or other submissions or in any discussions or negotiations with the FIJI AIRPORTS. Such behaviour will result in the Respondent being disqualified from participating further in the RFT process. In submitting a Tender the Respondent warrants that its Tender has not been prepared in collusion with a Competitor.

- b. The FIJI AIRPORTS reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by Respondents to the appropriate authority and to give that authority all relevant information including a Respondent's Tender.

6.28 Confidential Information

- a. The FIJI AIRPORTS and Respondent will each take reasonable steps to protect Confidential Information and, subject to paragraph 6.19.c. and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.
- b. The FIJI AIRPORTS and Respondent may each disclose Confidential Information to any person who is directly involved in the RFT process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the RFT.
- c. Respondents acknowledge that the FIJI AIRPORTS' obligations under paragraph 6.19.a. are subject to requirements imposed by the Privacy Act 1988 (Cth), Commonwealth requirements and policies and any other obligations imposed by law. The FIJI AIRPORTS will not be in breach of its obligations if Confidential Information is disclosed by the FIJI AIRPORTS to the appropriate authority because of suspected collusive or anti-competitive tendering behaviour. Where the FIJI AIRPORTS receives a request that relates to a Respondent's Confidential Information the FIJI AIRPORTS will consult with the Respondent and may ask the Respondent to explain why the information is considered by the Respondent to be confidential or commercially sensitive.

6.29 Confidentiality of RFT information

- a. For the duration of the RFT, to the date of the announcement of the Successful Respondent, or the end of the RFT process, the Respondent agrees to keep the RFT strictly confidential and not make any public statement to any third party in relation to any aspect of the RFT, the RFT process or the award of any Contract without the FIJI AIRPORTS' prior written consent.
- b. A Respondent may disclose RFT information to any person described in paragraph 6.19.b. but only for the purpose of participating in the RFT. The Respondent must take reasonable steps to ensure that such recipients do not disclose Confidential Information to any other person or use Confidential Information for any purpose other than responding to the RFT.

6.30 Ownership of documents

- a. The RFT and its contents remain the property of the FIJI AIRPORTS. All Intellectual Property rights in the RFT remain the property of the FIJI AIRPORTS or its licensors. The FIJI AIRPORTS may request the immediate return or destruction of any or all RFT documents and any copies. Respondents must comply with any such request in a timely manner.
- b. All documents forming the Tender will, when delivered to the FIJI AIRPORTS, become the property of the FIJI AIRPORTS. Tenders will not be returned to Respondents at the end of the RFT process.

- c. Ownership of Intellectual Property rights in the Tender remain the property of the Respondent or its licensors. However, the Respondent grants to the FIJI AIRPORTS a non-exclusive, non-transferable, perpetual licence to retain, use, copy and disclose information contained in the Tender for any purpose related to the RFT process.

6.31 No binding legal relations

- a. Neither the RFT, nor the RFT process, creates a process contract or any legal relationship between the FIJI AIRPORTS and any Respondent, except in respect of:
 - i. the Respondent's declaration in its Tender
 - ii. the Offer Validity Period
 - iii. the Respondent's statements, representations and/or warranties in its Tender and in its correspondence and negotiations with the FIJI AIRPORTS
 - iv. the Evaluation Approach to be used by the FIJI AIRPORTS to assess Tenders as set out in Section 3 and in the RFT-Terms (as varied by Section 1, paragraph 1.6, if applicable)
 - v. the standard RFT conditions set out in paragraphs 6.13 to 6.35
 - vi. any other matters expressly described as binding obligations in Section 1, paragraph 1.6.
- b. Each exception in paragraph 6.24.a. is subject only to the FIJI AIRPORTS' reserved rights in paragraph 6.25.
- c. Except for the legal obligations set out in paragraph 6.23.a. no legal relationship is formed between the FIJI AIRPORTS and any Respondent unless and until a Contract is entered into between those parties.

6.32 Elimination

- a. The FIJI AIRPORTS may exclude a Respondent from participating in the RFT if the FIJI AIRPORTS has evidence of any of the following, and is considered by the FIJI AIRPORTS to be material to the RFT:
 - i. the Respondent has failed to provide all information requested, or in the correct format, or materially breached a term or condition of the RFT
 - ii. the Tender contains a material error, omission or inaccuracy
 - iii. the Respondent is in bankruptcy, receivership or liquidation
 - iv. the Respondent has made a false declaration
 - v. there is a serious performance issue in a historic or current contract delivered by the Respondent
 - vi. the Respondent has been convicted of a serious crime or offence
 - vii. there is professional misconduct or an act or omission on the part of the Respondent which adversely reflects on the integrity of the Respondent
 - viii. the Respondent has failed to pay taxes, duties or other levies
 - ix. the Respondent represents a threat to national security or the confidentiality of sensitive government information

- x. the Respondent is a person or organisation designated as a terrorist by the Australian Police or listed on the or listed on the DFAT consolidated list¹.
- xi. in breach of or otherwise inconsistently with any Statutory Requirement regarding the offering of unlawful inducements in connection with the preparation of a tender or during a tender process.
- xii. with the utilisation of information unlawfully obtained from the FIJI AIRPORTS.

6.33 Fiji Airports' additional rights

- a. Despite any other provision in the RFT the FIJI AIRPORTS may, on giving due notice to Respondents:
 - i. amend, suspend, cancel and/or re-issue the RFT, or any part of the RFT
 - ii. make any material change to the RFT (including any change to the timeline, Requirements or Evaluation Approach) on the condition that Respondents are given a reasonable time within which to respond to the change.
- b. Despite any other provision in the RFT the FIJI AIRPORTS may:
 - i. accept a late Tender if it is the FIJI AIRPORTS' fault that it is received late
 - ii. in exceptional circumstances, accept a late Tender where it considers that there is no material prejudice to other Respondents. The FIJI AIRPORTS will not accept a late Tender if it considers that there is risk of collusion on the part of a Respondent, or the Respondent may have knowledge of the content of any other Tender
 - iii. in exceptional circumstances, answer a question submitted after the Deadline for Questions, if applicable
 - iv. accept or reject any Tender, or part of a Tender
 - v. accept or reject any non-compliant, non-conforming or alternative Tender
 - vi. decide not to accept the lowest priced conforming Tender unless this is stated as the Evaluation Approach
 - vii. decide not to enter into a Contract with any Respondent
 - viii. liaise or negotiate with any Respondent without disclosing this to, or doing the same with, any other Respondent
 - ix. provide or withhold from any Respondent information in relation to any question arising in relation to the RFT. Information will usually only be withheld if it is deemed unnecessary, is commercially sensitive to a Respondent, is inappropriate to supply at the time of the request or cannot be released for legal reasons
 - x. amend the Proposed Contract at any time, including during negotiations with a shortlisted Respondent
 - xi. waive irregularities or requirements in or during the RFT process where it considers it appropriate and reasonable to do so.
- c. The FIJI AIRPORTS may request that a Respondent/s agrees to the FIJI AIRPORTS:
 - i. selecting any individual element/s of the Requirements that is offered in a Tender and capable of being delivered separately, unless the Tender specifically states that the Tender, or elements of the Tender, are to be taken collectively

¹ Refer <https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list>

- ii. selecting two or more Respondents to deliver the Requirements as a joint venture or consortium.

6.34 Fiji Law

- a. The laws of Fiji shall govern the RFT and each Respondent agrees to submit to the exclusive jurisdiction of the Fiji courts in respect of any dispute concerning the RFT or the RFT process.

6.35 Disclaimer

- a. The FIJI AIRPORTS will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any Respondent or any other person in respect of the RFT process.
- b. Nothing contained or implied in the RFT, or RFT process, or any other communication by the FIJI AIRPORTS to any Respondent shall be construed as legal, financial or other advice. The FIJI AIRPORTS has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.
- c. To the extent that liability cannot be excluded, the maximum aggregate liability of the FIJI AIRPORTS, its agents and advisors is \$1.

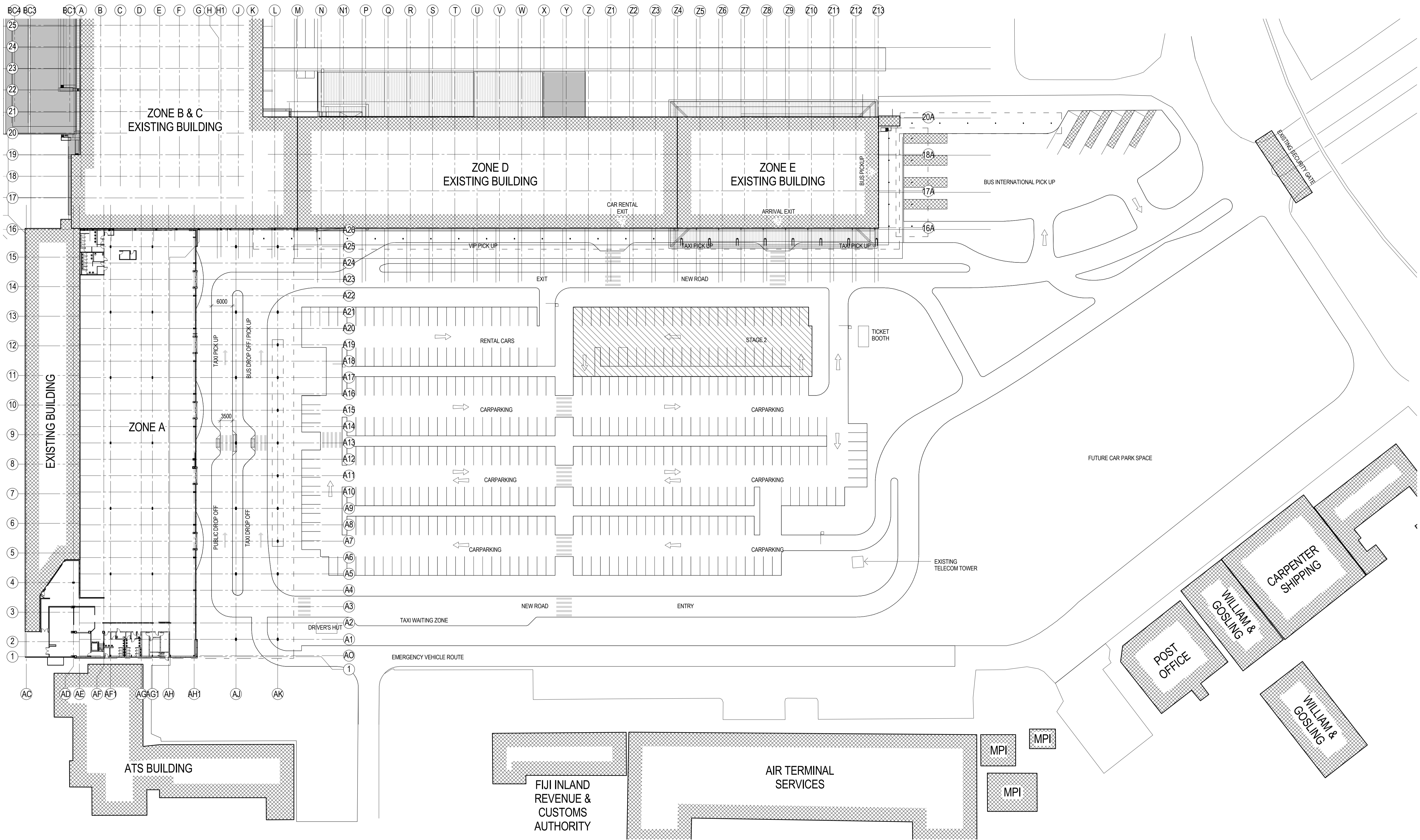
6.36 Definitions

In relation to the RFT the following words and expressions have the meanings described below.

FIJI AIRPORTS	Airports Fiji Limited
ATM Close Date and ATM Close Time	Means the date and time specified in the RFT Document Section 1, paragraph 1.2 and on Tenderlink.
Business Day	Any weekday in Fiji, excluding Saturdays, Sundays, Fiji (national) public holidays and all days from Boxing Day up to and including the day after New Year's Day.
Competitors	Any other business that is in competition with a Respondent either in relation to the goods or services sought under the RFT or in general.
Confidential Information	Information that: <ul style="list-style-type: none">a. is by its nature confidentialb. is marked by either the FIJI AIRPORTS or a Respondent as 'confidential', 'commercially sensitive', 'sensitive', 'in confidence', 'top secret', 'secret', classified' and/or 'restricted'c. is provided by the FIJI AIRPORTS, a Respondent, or a third party in confidenced. the FIJI AIRPORTS or a Respondent knows, or ought to know, is confidential. Confidential information does not cover information that is in the public domain through no fault of either the FIJI AIRPORTS or a Respondent.

Conflict of Interest	<p>A Conflict of Interest arises if a Respondent's personal or business interests or obligations do, could, or be perceived to, conflict with its obligations to the FIJI AIRPORTS under the RFT or in the provision of the goods or services. It means that the Respondent's independence, objectivity or impartiality can be called into question. A Conflict of Interest may be:</p> <ul style="list-style-type: none">a. actual: where the conflict currently existsb. potential: where the conflict is about to happen or could happen, or <p>perceived: where other people may reasonably think that a person is compromised.</p>
Contract	<p>The written Contract/s entered into by the FIJI AIRPORTS and Successful Respondent/s for the delivery of the Requirements</p>
DCAP	<p>Detailed Consultant's Activities Proposal as defined in the Design Stage Plan.</p>
Deadline for Questions	<p>The deadline for suppliers to submit questions to the FIJI AIRPORTS as stated in Section 1, paragraph 1.2, if applicable.</p>
VAT	<p>The Value added tax payable in accordance with Australian Tax Law.</p>
Evaluation Approach	<p>The approach used by the FIJI AIRPORTS to evaluate Tenders as described in Section 3 and in Section 6 (as varied by Section 1, paragraph 1.6, if applicable).</p>
Intellectual Property Offer Validity Period	<p>All intellectual property rights and interests, including copyright, trademarks, designs, patents and other proprietary rights, recognised or protected by law.</p>
Point of Contact	<p>The period of time when a Tender (offer) is held open by the Respondent for acceptance by the FIJI AIRPORTS as stated in Section 1, paragraph 1.6.</p>
Price	<p>The FIJI AIRPORTS and each Respondent are required to appoint a Point of Contact. This is the channel to be used for all communications during the RFT process. The FIJI AIRPORTS' Point of Contact is identified in Section 1, paragraph 1.3. The Respondent's Point of Contact is identified in its Tender.</p>
Proposed Contract	<p>The total amount, including all costs, fees, expenses and charges, to be charged by the Successful Respondent for the full delivery of the Requirements. Each Respondent's Tender must include its Price.</p>
RFT	<p>The Contract terms and conditions proposed by the FIJI AIRPORTS for the delivery of the Requirements as described in Section 5.</p>
RFT Terms	<p>Means the Request for Tender</p>
Requirements	<p>The Contract terms and conditions proposed by the FIJI AIRPORTS for the delivery of the Requirements as described in Section 5.</p>
Respondent	<p>The goods and/or services described in Section 2 which the FIJI AIRPORTS intends to purchase.</p>
Response Form	<p>A person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Tender.</p>
	<p>The form and declaration prescribed by the FIJI AIRPORTS and used by a Respondent to respond to the RFT, duly completed and submitted by a Respondent as part of the Tender.</p>

Successful Respondent	Following the evaluation of Tenders and successful negotiations, the Respondent/s who is awarded a Contract/s to deliver all or part of the Requirements.
Tender	The response a Respondent submits in reply to the RFT. It comprises the Response Form, the Respondent's bid, financial and pricing information and all other information submitted by a Respondent.



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Notes:
CONTRACTOR MUST VERIFY ALL DIMENSIONS
ON SITE BEFORE COMMENCING WORK OR
PREPARING WORKSHOP DRAWINGS. DO NOT
SCALE DRAWING.

Client
Airports Fiji Limited

Drawing title
SITE PLAN

Project
Nadi Airport Terminal

Checked
PB
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MD
Scale
1 : 500
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50mm on original

WOODS BAGOT AUSTRALIA ASIA MIDDLE EAST EUROPE NORTH AMERICA
Project number 150052 N-ID-1010
Revision C
FOR REVIEW

Rev	Description	Date	App'd
C	FOR REVIEW	04/07/14	PB
B	FOR INFORMATION	03/06/14	PB
A	FOR INFORMATION	16/05/14	PB



Cleaning, Hygiene, Sanitation and Pest Control - Guidelines and Specification

Cleaning, Hygiene, Sanitation & Pest Control Services for Nadi Airport Terminal, Hygiene, Sanitation & Pest Control Services for FA Offices, Nausori, Labasa, Savusavu and Taveuni Airport.

April 2024

1 Introduction / Background

This document outlines the requirements for Cleaning, Hygiene, Sanitation and Pest Control services to be provided at the Nadi Airport Terminal and Hygiene, Sanitation & Pest Control for all Fiji Airport Nadi Offices, Nausori, Labasa, Savusavu and Taveuni Airports.

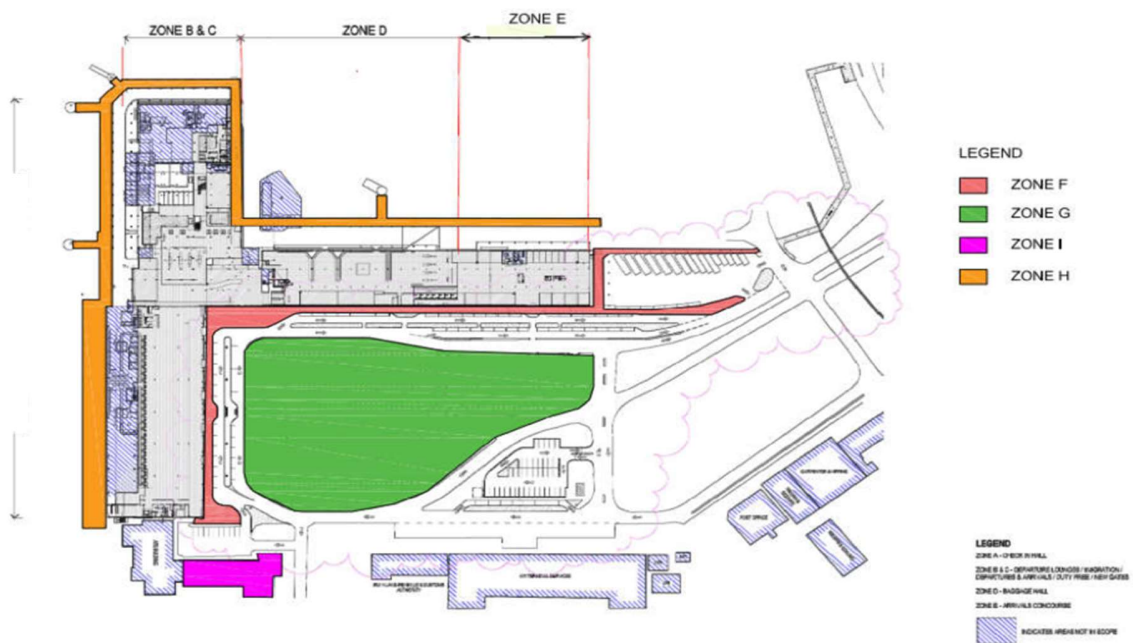
- 1.1. This Work Specification shall be deemed to form and be read and construed as an integral part of the Agreement which the successful tenderer (hereinafter called "the contractor") will be required to engage with Airports Fiji Limited (t/a Fiji Airports);
- 1.2. The Contractor shall carry out the Cleaning, Hygiene Sanitation and Pest control services at Nadi Airport. Hygiene, Sanitation and Pest control services for all Fiji Airports Nadi Offices, Nausori Airport, Labasa, Savusavu and Taveuni Airport.
- 1.3. The Contractor shall provide the necessary manpower, tools, equipment, modern machinery and consumables to carry out the services according to the detailed work specification hereinafter specified.
- 1.4. The Contractor shall provide additional manpower to ensure satisfactory completion of routine works according to the respective works program without any additional cost to the Company.
- 1.5. The Contractor Cleaning Performance shall comply with a high level of cleaning standard that is acceptable to Fiji Airports. FA reserves the right to impose Liquidated Damages on the Contractor based on the performance cleaning standard as outlined herein and compensate FA for the inconvenience caused and other expenses incurred by FA.

2.0 SCOPE / PURPOSE

- 2.1. Cleaning Services are managed by Fiji Airport's Airport Management Department and are administered through a contract agreement with a specialized service provider. This guideline should assist those people that require an understanding of the cleaning services delivered at Nadi Airport.
- 2.2. The Nadi Airport Terminal is divided into Zones for ease of reference. Zones A,B,C,D & E shall have Team Leaders to provide oversight for each shift.
 - **Zone A –Departure check-in area**-Lifts, check-in counters, washrooms, Y- Columns, glass wall interior and exterior, green wall and farewellers hall.
 - **Zone BC Ground Floor Departure Immigration & Passenger/Staff Security screening area**- void area beside departure entrance, departure immigration area, Lifts, escalators, Quiet lounge, Prayer room, Smoker's room, Government VIP Lounge, Escalator, Lifts, Washroom, foyer and Bond Area passageways.
 - **Zone BC Level 1 Departure Lounge**- public areas including boarding gates counters, lifts, Lounges and seats, cafeteria floors, tables & chairs, glass/ solid walls interior and exterior, washrooms.
 - **Zone BC Level 1 Arrivals Immigration area**- Arrival door passageways, washrooms, glass& solid walls interior & exterior, transit desk, transit area including X-machine area, Immigration counter, green wall, lift, escalator and steps.
 - **Zone D Customs Baggage Hall**- baggage storage area, trolley bays, solid glass walls interior and exterior, walls, carousels, X-ray machine area, lift washrooms.
 - **Zone E Arrivals Concourse**- level 1 & 2 washrooms, walls, flooring, Columns, railings, lift, staircase and public areas from baggage hall exit door till end of arrivals building.

- **Zone F**- Departure Drop off, Pavement from departures till arrivals blue sticker area, Y columns.
- **Zone G**- White rubbish collection at the Public Car parks, trolley management and cleaning of trolleys.
- **Zone H Airside Walkways**- Gates 1- 10, Aerobridges & Steps to Tarmac (All Gates), walls, ceiling, railings.
- **Zone I Domestic Terminal**-check in counters, seats, walls, glass door and walls, washrooms, arrival carousel area, boarding gates and cafeteria area.

2.3 The following diagram is an indicative of the zones. Specific details of work are provided in this document. Airport Layout- Refer Appendix A



3.0 SERVICES TO BE PROVIDED

The service is comprised of the following components:

- High Priority Cleaning (during Operational Hours)
- Routine Cleaning (typically after operational hours or during low flight movement times).
- Scheduled Cleaning (typically after Operational Hours or requiring barricades to undertake works)
- Supplementary Cleaning
- Litter Patrol
- Attendant Services
- Associated Services
- Management of Trolleys (International Departures/Arrivals and Domestic)

Each of the above activities is described further to allow for an understanding of the services delivered. It should be noted that the FA's Cleaning Supervisor continuously inspects the level of work carried out to ensure it meets the FA's Specification. If a legitimate issue is raised by an individual on terminal, then the Cleaning Supervisor will conduct an inspection with corresponding actions documented.

4.0 HIGH PRIORITY CLEANING

High Priority cleaning is primarily undertaken during the operational hours of the airport seven days per week. The tasks performed and frequencies at which they are to be delivered are nominated below and are required to be undertaken in operational areas where members of the public will be present.

Conduct of cleaning therefore needs to allow for the continued operation of the facilities in a staged manner and include allowance for warning signs, barricades and other measures as required to ensure appropriate cleaning tasks are completed.

The cleaning contractor shall allocate staff on a full-time allocation to the constant staffing activities such that these actions may be undertaken.

Area/Activity	Task Description	Task Frequency		
		Constant staffing	Hourly	Daily
Public Spaces adjacent Food Beverage Tenancies and the Departures Lounge e.g. Stairs, Landings, Foyers, Walkways and other High Traffic Areas		✓		
1.	Sweep/vacuum with the appropriate equipment for surface type of surface.	✓		
2.	Remove stain and debris by spot cleaning, using the nominated type of remover/equipment.	✓		
3.	Thoroughly damp mop using liquid cleanser.	✓		✓
4.	Wipe tables, seats and the exterior of fridges or stoves.	✓		
5.	Clean all handrails, balustrades and door handles			✓
External Areas e.g. Hardstand, Grassed and Garden areas (within 30m of roof line to landside)				
6.	Spot clean to remove litter, surface stains and spillage.	✓		
Tiled Areas.				
7.	Spot mop to remove any stains or spillage.	✓		
Carpets and Weather/Floor Mats				
8.	Detail and/or spot vacuum to remove dust, rubbish and spills as they occur onsite.	✓		
Washroom Areas				
9.	Undertake all cleaning tasks required to keep washrooms in pristine condition as per the specification	✓		
All areas				
10.	Dust all tables, counter tops, benches and chalk rails		✓	
11.	Spot clean all painted surfaces, steel furniture, timber and other surfaces e.g. furniture, walls, doors and mirrors.		✓	
12.	Clean all drinking fountains and surrounds (internally and externally).			✓
13.	Remove chewing gum from all internal and floor surfaces.			✓
14.	Remove graffiti from all areas where such cleaning will not damage the surface.		✓	
15.	Spot clean glass in doors, building entry points, balustrades notice and display cases, bookcases and inquiry windows.			✓
16.	Wipe down stainless steel sinks and surrounds, in workshops and other areas not separately covered		✓	
17.	Remove dust from; all furniture, shelving, ledges, picture frames, skirting boards, appliances, cupboards and partitions below 2m.			✓

Area/Activity	Task Description	Task Frequency		
		Constant staffing	Hourly	Daily
18.	Wipe down, stainless steel and brass, handrails, door pushers, identification panels, kick plates etc.			✓
19.	Remove scuff marks from Vinyl, Resilient and Timber Flooring Surfaces.			
20.	Thoroughly clean all glasswork and signs located public areas both internal and external.			
21.	Wipe over all stainless steel furniture and components – i.e. legs, binding strips, etc in office			
Waste				
22.	Empty all internal waste and wipe clean. Replace plastic bin liners when torn or in a dirty condition as required.		✓	
23.	Empty all garbage bins and return to respective positions using bin liners as required.		✓	
24.	Collect garbage and waste throughout the terminals and place in holding bins.		✓	
25.	Empty any bins used as ashtrays (external to buildings only and at smokers' room).		✓	
26.	Wash all internal waste bins inside and out with antibacterial cleanser.			✓
27.	Relocate/replace any waste bins to a central position for collection and transport offsite.			✓

5.0 ROUTINE CLEANING

Routine cleaning is primarily undertaken between the hours of 10:30pm-4:30 am seven days per week. Some of these tasks may however be undertaken in low passenger number periods with the express written approval of FA's authorised representative.

Routine Cleaning tasks are typically those best undertaken during nil movement. These tasks include:

- the use of buffing machines, walk behind scrubbers and similar equipment where impact on passenger amenity is preferred to be reduced so that these works do not interface with passengers when possible.
- the cleaning of spaces, furniture and fixtures which cannot be accessed during operational airport hours.
- deep cleaning of Toilets and Shower facilities.

Area/Activity	Task Description	Task Frequency	
		Daily	Weekly
Internal and External Passageways and Public Areas e.g. Stairs, Landings, Foyers, Walkways and other High Traffic Areas			
1.	Water blasting of external areas with the appropriate equipment for surface type of surface.		✓
2.	Tile buffing and cleaning		✓
3.	Clean remove stain and debris from operating equipment and counters	✓	
4.	Thoroughly damp mop using liquid cleanser.	✓	
Tiled Areas.			
5.	Thoroughly damp mop using liquid cleanser.	✓	
6.	Thoroughly buff these surfaces, including all corner edges and under furniture, using approved a tile buffing machine.		✓

Area/Activity		Task Frequency	
		Daily	Weekly
7.	Spot mop to remove any stains or spillage.	✓	
Carpets and Weather/Floor Mats			
8.	Detail and/or spot vacuum to remove dust, rubbish.	✓	
9.	Fully vacuum public areas and other high usage areas.	✓	
10.	Remove entry mats to building and ensure free of dirt and dust before replacement.	✓	
All areas			
11.	Remove graffiti from all areas where such cleaning will not damage the surface.	✓	
12.	Spot clean glass in doors, building entry points, balustrades notice and display cases, signages and inquiry windows.	✓	
13.	Wipe down stainless steel, kick rails, trolley rails and alucobond surrounds.	✓	
14.	Remove dust from; all furniture, shelving, ledges, picture frames, skirting boards, appliances, cupboards and partitions below 2.7m.		✓
15.	Remove dust and cobwebs from all other visible surfaces.		✓
16.	Wash down and polish desks, tables and bench tops to remove soil and stains.		✓
17.	Remove scuff marks from Tiled, Vinyl, Resilient and Timber Flooring Surfaces.	✓	
18.	Wipe down shower screens and handrails to VIP bathrooms and Zone A international bathrooms	✓	
19.	Thoroughly clean all glasswork and signs located public areas both internal and external.	✓	
20.	Wipe over all stainless steel furniture and components – i.e. legs, binding strips, etc in office	✓	
21.	Wipe over all telephone handset with an approved telephone disinfectant. Wipe telephone unit with an appropriate cloth.	✓	
22.	Wipe over all security pads with an approved disinfectant. Wipe pad unit and exit buttons with an appropriate cloth.	✓	
23.	Vacuum clean and remove stains from fabric covered seats.		✓
Waste			
24.	Wash all internal waste bins inside and out with antibacterial cleanser.		✓
25.	Relocate/replace any waste bins to a central position for collection and transport offsite.		✓

6.0 SUPPLEMENTARY CLEANING

Supplementary cleaning occurs primarily during standard office hours. The tasks performed correspond to the operational needs of the Terminal. High use amenities are checked and cleaned, special events are supported, emergency cleaning requests are actioned, and other special requests managed.

7.0 SCHEDULED CLEANING

Scheduled cleaning is performed throughout the year and is ideally undertaken outside airport operational hours. These cleaning tasks are however typically not undertaken on a daily or weekly basis.

Given the nature of cleaning tasks, works may proceed with the prior written approval of FA during operational hours where additional barricades and passenger separation measures are undertaken by the Contractor and this approval may include additional constraints and requirements to ensure works are undertaken with minimal impact on the operations of the airport.

Item	Weekly	Monthly	Quarterly
Machine scrub and buff, internal hard floor surfaces.	✓		
Removing dust and webs from all exposed areas e.g. piping ducts, upper section of walls.		✓	
Dust and clean all light fittings, exposed service pipes and ducts along walls, bevelled ceiling edges.			✓
Wipe and clean all internal ventilation vents or supply/return air grilles (including door grilles).		✓	
Clean thoroughly all venetian and vertical blinds.			✓
Clean thoroughly all ceiling fans (Zone E Meet and Greet and Main Void).			✓
Thoroughly clean all internal carpets using appropriate cleaning method.			✓
Brush walls and ceilings free of surface dirt.		✓	
Wipe laminated or linoleum / vinyl desktops and tables.		✓	
Deep cleaning of carpet (steam or other approved method)			✓
Upholstery cleaning via deep cleaning (steam or other approved method)	✓		

7.1 Additionally, the scope of work for daily and routine cleaning services shall include the following:

- (a) daily and periodic cleaning of all the interior and exterior surfaces of the premises/units
- (b) provision of daily and periodic glass cleaning service.
- (c) the provision for periodic cleaning of all the exterior walls & glass, external facades and glass panels.
- (d) The contractor shall bear the cost of such consumables as currently undertaken.
- (e) Monthly cleaning of High Ceilings, High glass windows and timber/Aluminum blades.
- (f) Y columns at Departures and Arrivals.

7.2 In addition to the above, the Contractor shall also carry out additional cleaning requirements as specified in the work specification.

7.3 The Contractor, while carrying out the above works shall comply and adhere to the requirements specified under the various cleaning guidelines and operational frequency detailed in the work specification. The contract sum shall include all costs and expenses, the cleaning of all internal staircases, passages, lifts, lobbies, garbage collecting centers/points and bins, rest rooms, toilets, common cafeteria areas including tables, car parks, ramps etc - surfaces of the walls, columns, partitions, both sides of doors and windows including frames, ceilings, furniture, telephones, fans, fire extinguisher, fire hose reel cabinets and all fittings(i.e. Switches, signboards, light diffusers,

air- conditioning grilles, sanitary fittings, etc).

7.4 The Contractor is to maintain all the premises in a clean state at all times and free of nuisances.

7.5 The spirit of this contract is for the contractor to adopt best industry practices in keeping the terminal and other spaces specified herein: - clean, tidy and presentable to standards adopted at modern international airports.

8.0 LITTER PATROL

The Litter Patrol provides a litter collection service across the terminal. Indoor and outdoor litter and recycling bins should not overflow and should be clean; litter should not remain uncollected in prime areas for more than two hours.

Typical tasks involved are:

- Collecting litter.
- Cleaning and emptying internal and external bins.
- Removing posters and graffiti.
- Cleaning signs and outdoor furniture.

- Emptying ashtrays in smokers rooms and smoking zones (every 2 hours).

The Litter patrol extent includes the internal of the terminal excluding tenancy areas and includes 30m from external roof line of the terminal.

9.0 CONTRACTOR'S CLEANING STAFF

9.1 The Contractor shall provide and employ skilled or semi-skilled cleaners in numbers thereof to ensure the proper and efficient execution of the works. Such workmen employed shall be in possession of the necessary work permits, if applicable, to allow them to work in Fiji. The Contractor must take appropriate measures to ensure that the Cleaning Specifications are always complied with, including the need to increase the workforce at Contractors own expenses to meet cleaning standards.

9.2 The Contractor shall take all reasonable precautions to ensure that all persons employed are efficient, sober and honest. They must not be older than 60 or below 18 years old. FA shall be at liberty to object to and require the Contractor to remove forthwith from the buildings, compounds or any site any person employed by the Contractor, who in the opinion of FA's representative, have misbehaved himself/herself or is incompetent or negligent in the execution of his/her duties. Any Contracted staff removed shall be replaced as soon as practicable by a competent substitute. Proper attendance register in formats approved by FA must be maintained and signed by all cleaners/supervisors and available for random inspection by the Airport Management office.

9.3 In the event of shortage of cleaning staff due to absenteeism/medical or annual leave, the Contractor shall take immediate steps to provide temporary replacement(s) to make up to the full complement. Failure to provide such replacement(s) shall, at the absolute discretion of FA and if the default persists without rectification by the contractor, result in the imposition of liquidated damages on the Contractor in the scale shown hereunder.

i) Site Manager	\$500/- per day or part thereof
ii) Shift Leader	\$50/- per Shift Leader per shift or part thereof
iii). Cleaner	For up to 2 absentees per day- \$30 per cleaner per shift or part thereof
	For 3 rd and 4 th absentees for the same day \$40 per cleaner per shift or part thereof-
	For 5 th and subsequent absentees for the same day - \$50 per cleaner per shift or part thereof.

9.4 The liquidated damages imposed shall be deducted from the Contractor's bill for the current month, but under advice to the Contractor. **The idea of Liquidated damages is not for FA to make money but to act as a deterrent measure for the contractor to ensure adequate manning levels for the provision of service as per this agreement.** For this reason, clause 8.3 provides FA the discretion whether to impose or not based on persistent default.

9.5 The Contractor shall, before the commencement of the contract, provide FA with a list showing the personal records (Name, Address, Citizenship, Sex and Age) of the cleaning staff employed for the contract.

9.6 All the cleaning staff mentioned in sub-clause 4.1 above shall be employed exclusively for the execution of this Agreement and shall not be deployed for any other job(s) or contract(s) for tenants. Cleaning staff shall not leave the building during their working hours without the prior consent of FA. For cleaners with permission to leave the building, a remark must be made against their names in the daily attendance record immediately by the Supervisor.

9.7 Any breach of the preceding sub-clause 4.6 shall render the Contractor liable to payment of \$30 per cleaner per occasion and such amount(s) shall be deducted directly from the Contractor's bill for the current month but under advice to him.

9.8 Penalty for falsification of attendance will be \$30 per cleaner per occasion e.g. any cleaner not at the premises but indicated as present in the attendance record.

9.9 The contractor is at liberty to discipline, suspend or terminate its staff for non-performance to the standards expected in this contract. In doing so the contractor is to maintain adequate staffing levels for the performance of this contract. FA will not interfere with any disciplinary action the contractor deems fit to take against its employees either due to poor performance.

10.0 MINIMUM QUALIFICATIONS AND MANAGEMENT STAFFING RATIOS

SITE MANAGER

Degree in housekeeping with five (5) years' experience in a busy environment or any other equivalent training or a Degree in Hospitality or Home Economics and relevant computer proficiency certificate with 1 year experience. Minimum attendance onsite 32 hours per week.

SUPERVISORS

Certificate in housekeeping with two (2) years' experience in a busy environment and relevant computer proficiency certificate with 1 year experience. 1 per 12 staff minimum.

11.0 IRREGULARITIES COMMITTED

11.1 In addition to the above charges and without prejudice to the generality of the foregoing, the Manager Airport Landside Operations and Customer Services is empowered:

- (a) To redo any substandard work to the satisfaction of the Manager Airport Landside Operations and Customer Services at the Contractor's expenses; or
- (b) FA reserves the right to nominate other Contractors without terminating the Contract, to complete the works. Expenses incurred shall be borne by the Contractor.

12.0 DISPOSAL OF RUBBISH

12.1 Rubbish and all refuse shall be collected and deposited in polythene bags provided by the contractor or any other similar approved bins and brought down regularly to the bin centers for collection. Suitable liners should be provided by the contractor for dustbins in the toilets and the bins around the terminal at all times.

13.0 PUNCH CARD MACHINE

13.1 The Contractor shall supply and install punch card machines for monitoring the supervisors' and cleaners' daily attendance.

14.0 MANPOWER REQUIREMENT

14.1 The indicative number of cleaners required for each shift during operational peak hours is 24 and for off peak hours 15. For the proper and efficient execution of the works and to comply with the works specifications, the Contractor shall increase the workforce as and when required and at no extra cost to FA. The efficient utilization of the contractor's workforce depends on proper management and rotation of staff for the various work specifications and utilization of equipment to carry out cleaning efficiently and diligently.

14.2 Tenderer to provide staffing plan proposed for the contract, detailing the following:

- Organization structure
- Staff qualifications and experience of Key Personnel relevant to housekeeping services.
- To provide a Job description for each employee as per his/her level or title.
- All staff will be required to provide a Certificate of Good Conduct subject to the issuance of Airport Security Passes.
- Staffing required to provide police reports prior to commencement onsite.
- Staffing utilizing FA access at height equipment to be qualified to operate the equipment with a certificate of competency to be provided by a recognized training provider.

14.3 FA reserves the right to demand re-distribution of cleaners as the circumstances may dictate.

15.0 OPERATIONAL FREQUENCY

- 15.1 The work specifications list the minimum requirements of the operational frequency for cleaning the floors, walls, ceilings, glass, etc. which shall be adhered to by the Contractor. FA shall have the right to alter the frequency in consultation with the contractor as and when required.
- 15.2 In conjunction with the work specifications stated herein for the cleaning of the premises, the Contractor is required, as part of the tender exercise, to draw up a comprehensive program within 14 days after the conditional award of contract for daily and periodic cleaning of the premises and submit it to the Project Manager for his/her approval and acceptance. The periodic cleaning program should include not only the cleaning cycle but also the time frame for cleaning a specific area of the facility.
- 15.3 The program shall show the details of staff to be deployed and machines and materials to be used.
- 15.4 The program, if accepted, shall form the "Work Specifications" mentioned in the contract. However, both parties reserve the right to negotiate for variation of the "Work Specifications" program, in light of the experience gained.

16.0 CLEANING EQUIPMENT AND MATERIALS

- 16.1 The Contractor must leverage on modern technology that will result in a better clean of hard-to-reach surfaces, places, corners, crevices etc. Contractor to submit proposal of modern technology for cleaning services.
- 16.2 The Contractor shall supply all necessary equipment, machines, instruments, tools and materials for the proper and efficient execution of both the daily routine cleaning works including floor polishing machines, carpet shampooing machines, floor squeegees, window cleaners, vacuum cleaners, blower dryers, blower machine, Wet and dry vacuum cleaner, refuse collection trolleys with polythene bags, suction machines, high pressure washers, steam cleaning machine, floor scrubbing machines, ride-on sweepers and ride-on scrubbers to the quality standard used at other modern international airports. The Contractor shall provide mop, dust pans, dust basket lined with transparent polythene bag, signage's, barriers, brushes, Jani-mops, methylated spirit, cloths, chamois leather, emulsion polish(for floors and furniture),floor sealers, wax stripper, disinfectants, deodorant blocks, toilet paper (white), hand paper towels, liquid soap, Transparent lining, stain removers, Degreasers, Floor maintainer, Hand sanitizers, Automated Air fresheners, Toilet seat wipes, Toilet balls/Urinal mats, Vinyl polish and other materials all of approved form, design, type, made and brand, as may be directed by the Company. All equipment used for this contract shall not be more than 2 years old upon the commencement of the contract.
- 16.3 The materials and equipment provided must be adequate to provide the service required to the required standard and must be available and in use on site for the duration of the contract. The equipment must be maintained in good working order at all times.
- 16.4 Prior to the commencement of works, the Contractor shall submit to the Project Manager a list of equipment and materials stating the brand of products for his/her approval. FA shall have the absolute discretion to inspect equipment and materials used by the Contractor at all times. The Contractor shall allow easy access by Coordinator Landside, Terminal Operations & Customer Services to his offices and stores for inspection.
- 16.5 Any equipment, materials or goods supplied which are not up to the standards acceptable to FA shall be promptly removed and replaced with the best available in the market by the Contractor. In the event of equipment breakdown due to whatsoever reasons, the Contractor shall take

immediate steps to provide temporary replacements on its own accord or when directed by the Manager Airport Landside Operations and Customer Services. The Contractor shall also arrange for the equipment to be rectified/replaced within 36 hours. Failure to provide such replacements or rectify the equipment within 36 hours will constitute a breach of contract and damages of \$300.00 per day for each piece of equipment will be imposed by FA at FA's absolute discretion.

- 16.6 The Cleaning products utilized at the Airport shall be in accordance with the manufacturers and suppliers' recommendations for application and use on the associated materials.
- 16.7 Damage arising to finishes due to the use of incompatible cleaning products will result in repair costs for which the Cleaning Contractor will be held liable.
- 16.8 The Cleaning Contractor should clearly demonstrate the engagement and approval of the associated manufacturers and suppliers of the finished materials as installed in the airport for the cleaning products and systems utilized. Product data and samples inclusive of material safety data sheets should be provided with the Contractor's submission.
- 16.9 The Contractor shall ensure that its equipment is solely used for this Contract and all items used are appropriate for cleaning work. FA shall hold the Contractor liable for the misuse or use of inappropriate materials and equipment which cause damage to FA's properties.
- 16.10 The Contractor shall provide warning signs, approved by the Authority, alerting airport users of impending danger where appropriate e.g. slippery, wet floors and cleaning in progress.
- 16.11 Pedestrian Barricades shall also be utilized where the cleaning works constitute a risk to airport users and works requiring such barricades shall be undertaken outside the operational hours of the airport.
- 16.12 FA shall have the absolute discretion to determine the quantum of adequacy for toilet requisites. The contractor should carry out its due diligence based on historical usage. The Contractor shall provide at his own cost, leak-proof sanitary towel disposal bins with close tight covers and take measures to ensure the bins are in good and clean conditions at all times.
- 16.13 The list provided for in the work specifications is the minimum requirement for cleaning equipment and materials to be used by the Contractor.
- 16.14 Fiji Airports will allow the use of the FA owned scissor lift by the cleaning contractor to undertake the cleaning services subject to the cleaning contractor's staffing having been trained in the use of the equipment and being holders of current certificates of competency for use of the FA'S boom lift and scissor lift.
- 16.15 Note the use of this equipment on tiled floors required floor protection to be placed and relocated by the Contractor and damaged to tiles floors arising will be repaired at cost to the Contractor.

17.0 OPERATIONS/ WORK PLAN

The Contractor/Tenderer is required to provide an operational plan showing the following: -

- Deployment of staff to cover 24 hours, on daily, weekly and monthly basis,
- Distribution of equipment to achieve intended purpose in all areas.
- A detailed work plan showing allocation of duties
- A Supervisor daily checklist board approved by the Authority Representative.
- Emergency or contingency measures in terms of staffing for any eventuality like water shortage, flight delays, flooding, cyclones, flight cancellations, VIP movements etc
- Transport of staff to and from airport
- Supervision policies and Job Description for the Site Manager and Shift leaders
- Quality Systems including the Daily Checking System proposed.

18.0 SPECIFICATION FOR PROVISION OF CLEANING SERVICES TO GENERAL AREAS AND TOILETS

The contractor shall be required to maintain the highest standards of cleanliness and decorum as is applicable to international airports. The below section details in specific terms the performance requirements for cleaning and indicates by colour the intended type of cleaning as per below:

- High Priority Cleaning (during Operational Hours)
- Routine Cleaning (typically after operational hours or during low flight movement times).
- Scheduled Cleaning (typically after Operational Hours or requiring barricades to undertake works)
- Supplementary Cleaning

For this reason, his obligation will be the following against which standards shall be measured:

a. Floors

Clean the floors and keep them free from any dirt at all times by washing, scrubbing and polishing and polishing where applicable to retain its original glitter. Suitable detergent will be applied. Stains and scuff marks on the floor will be removed and stained floors will not be accepted. NB: all floors to be free from chewing gums always

Concrete Floors and Roads (Public Areas)

- Water Blast daily or scrub using scrubbing machines and stain removing detergents to retain them clean at all times.
- Apply floor seal or impregnating concrete sealer (as applicable to the surface finish) suitable for the surfaces to enhance appearance on a quarterly basis.
- Use greaser on concrete at Zone A drop off quarterly and water blast to remove oil stains.

Tiled Floors (including external tiled areas within 30 meters of roof line)

- Mop, Scrub using ride on daily to keep the tiled floors devoid of stains, stickers, litter and any form of dirt and to retain them shiny at all times.
- Buff Tiles as required. Note the scope of services includes relocating furniture from the Food and Beverage Tenancies and cleaning tiles outside the specific tenancy lines and then reinstating the furniture in the original locations.
- Quarterly polishing of the aluminium expansion and tile strips with non-metallic buffing to remove marks etc from the expansion joints.

Gratings, expansion joints and Pit Lids

- Mop and wipe daily to keep the chrome and stainless fittings devoid of scuff marks stains, stickers, litter and any form of dirt and to retain them shiny at all times.
- Clean pits and grated drains (within terminal) quarterly of all mud, dirt and other materials (do not wash down drain).

b. Walls, Pillars, Columns and Downpipes

- Clean thoroughly without removing (peeling) of original paint as required.
- Wipe and clean alucobond surrounds on entry doors at Zone A on a daily basis.
- Wipe down and clean marks from column and downpipes on a daily basis
- Remove Cobwebs, dirt, ugly marks, bird droppings or stains as required on a daily basis.
- Access at height and remove bird nests and clean bird droppings monthly where finishes etc are above 3.0m.
- Remove dust and grime build-up from all bulkheads and beams at high level (ie above 3.0m) on a quarterly basis.

c. Glass walls, balustrades windows, doors and sign boards

- Clean all glass windows and partitions below 2.7 m above FFL with appropriate detergents, keep them clean, and polished at all times and as a minimum clean glass partitions and doors at boarding gates, Departure lounge parents room and bathrooms glass bricks, arrivals and transit daily.
- High level windows above 2.7m in height are to be cleaned quarterly with telescopic cleaners and access at height equipment.
- Clean and polish glazed balustrades weekly.
- Clean handrails and polish to remove dirt dust and grease daily.
- Tenancy shopfronts are excluded except where external windows and these are to be cleaned quarterly.
- Wipe all signage clean of all dust and grime monthly.

d. Screening Machines, Check-in Counters, transfer desks, Boarding counters and FIDS Screens

- Remove stickers, residue and clean
- Dust and dump dust daily.
- Under the screening machine should be free from oils, dirt, dust, debris etc.
- Collect all rubbish and paper daily.

- Dust and wipe with compatible monitor cleaning wipes all FIDS screens weekly.

e. **Self-Check In Kiosks**

The departure check-in area has 16 self-check in kiosks.

- Remove stickers, residue and clean Dust and dump dust daily
- Dust and wipe with compatible monitor cleaning wipes all FIDS screens in the morning and afternoon in low flight periods.



Figure 1-1 The colours of the kiosk

f. **Skirting and Edges**

- Damp-dust daily and remove all dust, dirt and stains.
- Scrub to remove accumulated polish or traffic wax

g. **Refuse Collection Points (Zone BC Ground Floor Airside)**

For within 30m radius of the Ground Floor Duty Free Bulk store access door

- Sweep thoroughly daily.
- Maintain the area in a clean state through washing down and water blasting on a weekly or as required basis.
- Ensure bins are keep sealed and report any overflowing or unsealed bins.

h. **Duty Free Bulk store Access Corridors**

On the ground floor of Zone BC, the Access Corridor

- Sweep daily.
- Mop weekly.
- Maintain the area in a clean state and remove litter.

i. Pavements, slabs, Car parks, Roads and Pathways

For landside pavements and roadways within 30m of the terminal's roofline

- Scrub and clean pavements every alternative day.
- Buff clean tiles weekly
- Sweep and remove all litter from open areas and car parks daily.

j. Furniture, Timber Screens, Counters, Booths, Desks

- All joinery items within public spaces within the terminal require cleaning.
- Clean and shampoo upholstered furniture on a weekly basis or when necessary.
- Clean upholstered furniture using recommended timber/leather/vinyl polish as applicable to the substrate on a daily basis or when required.
- Clean, dust and polish counters, immigration booths, cashier desks and information desks, search desks at customs, screens and counters on daily basis.
- Dust plastic chairs daily and Scrub them on weekly basis to retain their original color,
- Clean, dust and polish wooden tables, screens, and counters on daily basis
- Arrange all furniture in an orderly manner.
- Remove disused and broken furniture, collect, and move it to designated areas.
- Transfer furniture to a different location when the need arises.
- Furniture's to appear and remain clean at all times.

k. Conveyor belts, Weigh scale belts, Baggage Claim Belts, Check-in counters, boarding gate counters and Screening Machines, transfer desks

- Collect all rubbish and papers, dust, damp-clean, remove all stains and stickers.
- Polish belts daily and metal rails to be scrubbed weekly.
- Stainless steel to be wiped a polished weekly.
- Degrease under the conveyor belts when necessary or on a quarterly basis.
- Remove stickers and gum daily.

l. Lifts and Escalators

- Damp-clean and polish them to retain their original gloss.
- Clean the lift doors, car walls and roof and make it sparkle clean.
- Clean mirrors and glass elements spotless clean
- Clean the escalator daily devoid of dust deposit in the rubber.
- Clean escalator steps to remove all dust and debris in escalator treads and any residue on the rubber handrails.
- Clean internal of lift shaft of the Zone BC glass elevator on a quarterly basis such that the interior of the shaft as seen from the outside of the shaft is clean and free from dust, dirt and debris.
- Report defective lifts and escalators to the Public Relations Officers on duty.

m. Aerobridges

- Clean rubber mats and retain them smooth and shiny
- Clean the equipment after every use removing dirt, litter, stickers and stains
- Polish to develop a fine finish.
- Provide a daily cleaning schedule.
- Dust the walls and remove cobwebs.

n. High Ceilings & Soffits

- Remove dirt and dust from the blades the internal Ceilings on a monthly basis using access at height equipment.
- Undertake wiping and dusting to remove grime and dust buildup from the external soffits and fascia's of Zone A and Zone F on a quarterly basis. This includes cleaning and polishing of light fittings.

o. Air-conditioning Registers

- Remove dirt and dust from the air-conditioning registers and grated return air grills as required and as at a minimum monthly.

p. Feature Pendant Lights

- Remove dirt and dust from the pendant light fittings as required and as at minimum monthly.

q. Government V.I.P. Lounge Area

- Clean and maintain the lounges foyer at very high standards and appearance.
- Provide recommended air fresheners.
- Clean and polish furniture daily
- Clean and shampoo upholstered furniture on monthly basis or when necessary
- Hoover the carpets and remove stains and chewing gum daily.

r. Boarding lounges

- Dust, polish and remove stains to all passenger seats.
- Polish Vinyl/Tiles and remove stains and chewing gums when necessary.
- Clean and polish glass walls and boarding doors daily
- Clean all security trays and sleepers and disinfect them daily screening machines to be damp dusted and Xray belt polished when necessary.
- Metal rollers to be scrubbed and polished daily.
- Dus- bins to be emptied, cleaned and replaced with new liners as required.
- Boarding gate counters and transfer gates should be free of rubbish, paper, stains and stickers.
- Buff polish Corian and laminate finishes as required and as a minimum monthly.

s. Waste Bins and Ash Trays

- Provide high quality waste bins and transparent colour coded polythene linings in the entire airport.
- Collect and manage all refuse in the entire airport, (excluding car parks, offices, and shops) and transfer to designated refuse area.
- Empty and clean all dustbins daily or when full.
- Sanitary bin removal and replacement as required.

- Empty ashtrays in smokers' rooms and at external smoking points 4 times per day.
- Bins located adjacent Food and Beverage tenancies will require frequent emptying over the day.
- Bins may not overflow.

t. Ceiling, roof space, partitioning

- Clean roof space, ceiling and walls, remove cobwebs, dirty marks, bird droppings any bird nests and retain them clean at all times, with scheduled monthly cleaning at high level both internally and externally to the full extent of the roof line including external fascia's, soffits, light fittings and beams.

u. Plant rooms.

On a quarterly basis:

- Clean, mop and wipe down plantroom spaces, ceiling and walls,
- Remove any dust, remove cobwebs, dirty marks and any bird nests.
- Ensure FA supervision when undertaking works.

v. Core Rooms (ICT Services)

On a quarterly basis:

- Clean and mop floor
- Take extreme care around electronic equipment.
- Ensure FA supervision when undertaking works.

w. Meet and Greet Area (Zone E)

On a daily basis:

- Clean and mop tiled floor.
- Wipe down and clean columns.
- Empty rubbish bins as required.
- Undertake all general cleaning tasks as otherwise specified in general terms for walls, floors and ceilings for this space.

x. Left Luggage (Zone E)

- Clean and mop and tiled floor on a weekly basis
- Wipe down and clean joinery items and units on a daily basis.
- Empty rubbish bins as required.
- Undertake all general cleaning tasks as otherwise specified in general terms for walls, floors and ceilings for this space.

y. Isolation Room Zone BC

The isolation room on level 1 of Zone BC is managed by the ministry of health. Access is by arrangement and with prior approval of the ministry of health. Access shall only occur with the Ministry of Health's approval.

- Clean and mop and tiled floor on a weekly basis
- Wipe down and clean joinery items and units on a daily basis with disinfectant.
- Empty rubbish bins as required.
- Undertake all general cleaning tasks as otherwise specified in general terms for walls, floors and ceilings for this space.

z. Security Keypads

- Damp-wipe with detergent solution and sanitizer weekly.

19.0 TOILET CLEANING REQUIREMENTS

19.1 All Toilets in all Zones must be manned at all times during flight movement hours of Departures and Arrivals and replenishments done accordingly.

19.2 Minimum Requirement for Equipment and Tools for toilets

- Toilet cleaners must carry out with them all necessary tools and materials (pails, mops, toiletries, clean, soft cloth, etc)
- Toilet cleaners must dry all wet floor/walls/partitions/etc.
- Toilet cleaners must clean dirty floors/ walls/ partitions/ toilet bowls/ urinals/ etc.
- Toilet cleaners must replenish toilet rolls, urinal tablets, hand soap, etc.

19.3 Toilet inspection cards and holders are to be provided and installed at the contractor's expenses.

19.4 The supervisors should inspect each toilet frequently.

- Each inspection must be signed and timed on the card to be displayed prominently in each toilet.
- On each inspection, the supervisor must ensure toilets are in perfect condition otherwise, toilet cleaners must be summoned to clean up the toilet immediately.
- Male toilets should be cleaned by male cleaners only and likewise for female toilets.

19.5 The frequency of the toilets cleaning is subject to change as and when instructed by FA

20.0 GENERAL GUIDELINES ON CLEANING

20.1 Flooring, ceiling, wall, columns, partitions and glass panels (including top surface) shall be free of dust, cobwebs, and stains and cleaned, sealed and polished in accordance with the operational frequency specified herein.

20.2 The following are the recommended practices:

- All items of cleaning products shall be diluted or mixed in accordance with the manufacturer's instructions.
- All scrubbing shall be done with an approved standard-speed scrubbing machine.
- Burnishing of floors shall be done with an approved high-speed scrubbing machine.
- Waste matter from sanitary towels and wastepaper receptacles shall be collected as soon as receptacles are full and at least once a day and sanitary towels receptacles shall be cleaned and disinfected immediately after emptying.

- The Contractor shall empty all receptacles such as wastepaper baskets, ashtray, etc. whenever they are full and at least once a day. The Contractor shall also provide housekeeping trolleys. On no account shall bins or any other type of container be permitted to be dragged along the floors.
- The Contractor shall remove unwanted paper boxes or crates beside the normal wastepaper and rubbish. All stains on the floors, e.g. oil, coffee, paint, nail polish etc., must be removed immediately.
- The Contractor shall transport all refuse collected from wastepaper receptacles, etc to the refuse centers for subsequent disposal.
- Without prejudice to the requirements mentioned in these Specifications, the Contractor shall deploy sufficient cleaners to be stationed in the building to attend to the following works:
 - Regular cleaning of toilets to maintain a continuous high standard of cleanliness.
 - Constant checking of toilets to ensure that depleted toiletries are always replenished.
 - Continuous cleaning of entrance, lobbies, common areas, lifts, staircases, walkways, check-in counters, parents' room, domestic building and all areas listed under the zones and as per terminal layout plan. etc. to ensure that all such areas are kept free of litter at all times.
 - Cleaning of any spillage that may occur in any part of the building.
 - Carrying out any other cleaning jobs as may be instructed by FA.
 - Continuous mopping of common/public areas on rainy days. Ensuring signages are placed at all locations. All signages are to be provided by the contractor.
 - Cleaning, sealing, and polishing the floors of common areas.
 - The Contractor shall be responsible for all doors to be locked immediately after his workmen have fulfilled their daily duties.
 - Generally, the following cleanliness standard should prevail: -
 - Carpets should be vacuum cleaned. Stain marks should be removed instantly.
 - Floor and stairs should be cleaned and free of litter, dirt, and stains.
 - Windows, curtains, and banisters should be free from dust and dirt.
 - Food-service areas and boarding gate counters to be cleared, cleaned down and sanitized.
 - All seats should be free from stain.

21.0 GENERAL CLEANING GUIDELINES ON ALUMINIUM CLADDING

- Removal of light surface soil may be accomplished with low water volume with moderate pressure and physical rubbing of the surface with soft, wet brushes, sponge or cloth.
- If soil is still adhering after drying, then a mild detergent with brushing or sponging will be necessary. The surface must be thoroughly rinsed with clean water. The rinsed surface is permitted to air dry or is wiped dry with a chamois, squeegee or lint free cloth.
- Do not allow cleaning chemicals to collect on surface or to "Puddle" on horizontal surfaces, crevices, etc. Avoid drips and splashes. Remove rundowns as quickly as possible. Do not sour painted surfaces.
- Mild or stronger solvent should be spot tested and preferably the coating manufacturer should be consulted. Follow their recommendation for mixing and diluting chemicals. Chemicals of this type should be applied sparingly with a clean cloth and remove with a cloth. The remaining residue should be washed with mild soap and rinsed with water. Avoid abrasive chemicals.
- Do not use household chemicals that contain abrasives, on painted surfaces. Do not substitute a heavy-duty chemical for a frequently used mild chemical. Never used paint

removers, aggressive alkaline, acid or abrasive chemicals. Do not use presidium phosphate or highly alkaline or highly acid chemicals. Always do a test surface before commencing work.

Never mix chemicals, as they may be very dangerous. Always rinse after removal of heavy surface soil.

22.0 FOR SANITARY TOWEL DISPOSAL SERVICES

22.1 SCOPE OF WORK

- The contractor shall provide at his own cost, leak-proof sanitary towel disposal bins each with a close tight cover and replace the bins regularly. shall take all necessary measures to ensure proper execution of work. Bins shall be in good and clean condition at all times.

22.2 EQUIPMENT AND MATERIAL

- The Contractor shall supply the bins, chemicals, labour, transport for the proper execution of the work. Sufficient numbers of bins are to be provided.
- FA shall not be responsible for any missing bins or units. The bins shall remain the property of the contractor and all damaged, unserviceable or missing bins must be replaced immediately at the cost of the Contractor.
- All bins provided shall contain strong liner filled with adequate bactericide to kill harmful germs. The bactericide so provided shall be effective for at least one month and should not emit any unpleasant smell.

22.3 SERVICE FREQUENCY

- The contractor shall replace all sanitary bins weekly except for bins specified otherwise by FA. However, individual units, if full, or emitting foul smell shall be replaced within 2 hours upon notification by the FA, without additional charge. The replaced bins shall contain new liners and fresh bactericide.
- Should the contractor fail to replace the bin promptly, FA shall have the right to either arrange for the bin to be replaced by alternative contractors on the expiry of a 24- hour notice by the contractor in which event all costs and expenses incurred by FA as a result of such operations shall be borne by the Contractor, or impose liquidated damages on the contractor at the unit rate \$50/-per day per bin of such delay in replacing the bin, at the absolute discretion of FA.

22.4 REPORTING AND CERTIFICATION

- The contractor shall report to FA before carrying out any work. All job sheets and invoices must be submitted to FA for verification. The description and quantities mentioned in the documents must be correct before payment can be made.

23.0 SECTION III - WORK SPECIFICATIONS FOR PEST CONTROL SERVICE

23.1 SCOPE OF WORK

The Contractor shall provide monthly services for the effective control of pests. The pests

referred to in this Agreement are cockroaches, rodents, rats, termites, flies, lizards and include others such as bees, hornets, mosquitoes, ants, millipedes, etc.

23.2 **MATERIAL AND CHEMICAL FOR PEST CONTROL**

The Contractor shall be responsible for providing all necessary supplies, tools, labor, and any other resources required for the successful completion of the work. Chemicals/insecticide used must comply with requirements of government authority and be the least toxic and harmless to humans. The Contractor is to furnish names of all chemicals/insecticide to be used with the authority's approval to the FA within 10 days from the award of the contract. Only approved chemicals are allowed for use on the premises.

23.3 **SERVICE FREQUENCY**

The frequency of the pest control service shall be twelve (12) times per year at monthly intervals. The monthly works proposed below are the minimum necessary steps for the effective control of the various parts:

23.4 **TYPE OF SERVICE**

- General spraying of entire premises with insecticides.
- Residual spraying with insecticides all-round the premises. Chemicals/ insecticides used must be the least toxic and harmless to food and drinks. They should have a flush out as well as a residual effect.
- Detection and destruction of breeding and other harborage of rats, cockroaches, flies, mosquitoes and other insects and pests in and around the premises.
- Extermination of all insects and rats present in the entire premises/counter. Placing, removal and replenishment of rodent's baits. These poisons/baits should be strictly placed along all running routes and be safely kept at a distance from all food and drinks. The locations of these poison/baits so placed must from time to time be made known to FA.
- Immediate collection and disposal of all dead/poisoned & trapped rats. Spraying of disinfectant deodorant in areas where dead rats are removed.

23.5 **SERVICE REPORTS**

The Contractor's workers attending the works must report to FA immediately before and after each service. A service report containing full details of the works carried out duly certified by FA must be submitted together with the monthly invoice for payment.

23.6 **IMMEDIATE ATTENDANCE TO URGENT REQUEST**

23.7 Other than the normal services the Contractor must attend and treat any re- infestation by pests when reporting to FA at no additional charge. Such services shall be carried out within 24 hours upon FA's notification.

23.8 In the event the Contractor fails to carry out regular services or additional services for re- infestation within 24-hours upon notification by FA, FA reserves the right to engage another contractor to carry out the services and all costs incurred will be deducted from the Contractor's servicing fee.

23.9 SPECIAL TREATMENT

For the treatment of timbers and articles where a non-staining treatment is required, liquid specially prepared to dry promptly without staining are to be used and every care should be taken when applying such a liquid.

23.10 RODENTS

In the event rodents are encountered in the buildings and if poisonous treatment methods are not acceptable to FA, other approved methods shall be used. Arrangements must be made for immediate disposal of trapped/dead rodents upon notification from FA.

23.11 ADDITIONAL SERVICES

For other pest control not included in this contract, the Contractor shall carry out additional service within 24 hours of notice by FA. The Contractor shall be paid according to the rates quoted in the Schedule of Rates on completion of service to the satisfaction of FA.

FA reserves the right to add or delete any area for pest control service as and when required. The Contractor shall inform FA of any further pest activity, and there upon within 24 hours effect treatment by his approved methods and preparation.

24.0 MANAGEMENT OF TROLLEYS

- 24.1 The Contractor is responsible for the retrieval of baggage trolleys from the grounds of the terminal including all car parks, Cargo building and offices. Works include:
- Timely returns of Trolleys to departures check in, arrivals baggage hall and drop off areas during operational airport hours.
 - Arrangement of trolleys
 - Cleaning of trolleys
 - Submit Trolley count daily.

	Nadi Airport Terminal	Nausori	FAL FA Compound	Labasa	Savusavu	Matei
Product Description	QTY	QTY	QTY	QTY	QTY	QTY
Air Freshner	105	15	110			
Sanitary Bin- Automatic Lid	60	12	35	2		
Hand Soap	100	25	55	2		
Toilet Seat Cleaner	100	25	10	4		
Nappy Bin	15	5				
Sani wipes	5					
Urinal screen	40	10		2	2	
Automatic Hand Sanitizer	15	5		3	2	2
Cistern Tank Sanitizer- White		35	30			

25.0 Hygiene & Sanitation (Indicative Number of Units required)

Locations	Frequency
Nadi Airport Terminal	Monthly
Cargo Building	Monthly
Fiji Airport Offices/Aerodrome workshop/Garden workshop	Monthly
Fire Station/Satellite Station	Monthly
Momi Transmitter Station	Monthly
Malolo Transmitter Station	Monthly
Navakai Transmitter Station x 2	Monthly
Glidepath Station	Monthly
Receiving Station	Monthly
Transmitter Station Wailoaloa	Monthly
Saweni Transmitter	Monthly
Nausori Airport Terminal	Monthly
Nausori Airport Transmitter station	Monthly
DME/VR Station	Monthly
Sawani Station	Monthly
Labasa Airport	Monthly
Savusavu Airport	Monthly
Taveuni Airport	Monthly

26.0 PEST CONTROL LOCATIONS

27.0 GUIDELINE OF CLEANING REQUIREMENTS

	Daily	Weekly	Monthly	Remarks
Carpeted Flooring	Vacuum and clean entire area once a day; spot shampoo or steam dry whenever is necessary.	Spot Clean with machine using dry methods	Steam shampoo	Steam shampoo carpeted area with an Approved carpet shampoo monthly
Ceramic Tile Flooring (except toilet)	Dry-sweep to remove all loose dirt, dust, etc and damp-mop with a solution with water/detergent to remove all stains and embedded grime twice daily.	Thoroughly scrub with solution of water/detergent, rinse with clean water and dry.		Scrubber machine to be used during nil movement
(i) Cement & sand screed stores	Dry-sweep and remove all loose dirt, etc and damp mop with clean water once daily	Damp mop with a solution of water/detergent for removal of oil and stubborn stains.	Thoroughly scrub with solution of water/detergent, rinse with clean water and mop dry.	
Timber Paneling including doors, door frames, Floor panels & glass panels on the doors.	Feather dust, giving special attention to junction with ceiling columns etc.		Dust or wipe timber ceilings. Damp wiping	

Glass doors (including Aluminium framings, Fascias, Handles, door knobs and other glazed surface), white board and black boards.	Damp clean with water & dry surfaces with a soft cloth.	Clean surface with glass cleaning solution & polish to shine. For aluminium surfaces, apply polish & buff to shine with a soft dry cloth.		Constant wiping of heavily used glass doors to remove fingerprints, stains, etc.
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External Facade, Glass panels, including Aluminium framing and glass panels on notice board.	Damp-clean with a solution of water & detergent and dry surfaces with a soft clean cloth.	For the internal high glass panels, which are not easily accessible, the contractor shall provide their own staging and clean up these surfaces thoroughly once every 3 months. The inside surface of the notice board glass panels shall be cleaned quarterly. For external facade where gondola or scissor lifts must be used, the contractor is to provide gondolas at its own cost and clean up the entire areas together with the external façade including curtain wall and aluminum louver panels every 6 months or as and when required.
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Emulsion Painted surface	Damp clean areas dirtied by finger marks & stains with a solution of water detergent.			Care should be taken to ensure that no greater force than is required to remove the marks/stains shall be applied, so as to prevent the removal of the decorative material itself.
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Laminated Plastics	Damp clean with a solution of water/detergent to remove all finger marks, etc		Apply cleansing solution & polish to shine with a soft dry cloth	
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Light fittings, directional & information signs, graphics, telephone booth etc			Damp clean with a solution of water/detergent & clean surface with soft, clean dry cloth	Take care so as not to damage
Telephone sets, computer terminals etc	Clean with a clean, soft cloth to remove dust, marks & stains. Clean and wipe mouthpiece of telephone with anti-bacterial chemical			
Timber railings	Feather dust to remove cobwebs, dust etc.	Damp clean with water & wipe dry		
Stainless steel Aluminium railings	Dry clean with a clean soft cloth to remove all stains, marks etc	Apply liquid polish & buff to shine with a soft dry cloth		

External surfaces curtain wall & glass panels				Scrub with a solution of water/detergent every half-yearly. The contractor is to provide/install gondola/scissor lift at its own cost. Care should be taken to keep the surface free from all dirt and mosses.
Ceiling Surface			Clean with brush head vacuum cleaner to remove cobwebs & dust.	Special attention to be given to junction with walls and columns.
Inlet & outlet grilles of aircon & ventilation systems (including those on the walls), light and other electrical fittings aluminum joints etc.			Clean with brush head vacuum cleaner to remove cobwebs & dust.	Damp clean with a solution of water/detergent & wipe dry. Half yearly or as and when directed.



Lifts (including entrance lobby)	Vacuum carpet floor damp-mop PVC floor in the case of vinyl tiles or other floor finishes. Cleaning must be ready by 0800 hours. In addition, 6 more spot cleaning must be done; timing to be determined by SO. Litters to be removed at each visit.	Polish all metal lacquered surface with liquid polish & buff to shine with a soft cloth. Clean all metal door tracks & remove all dirt collected inside these tracks. Damp wipe ceiling light fittings, ventilation grills with clean water. Waxing of vinyl floor. Shampoo VIP lift weekly	Carpet floor to be shampooed. Vinyl floor to scrub off wax & re-apply.	Move frequent vacuuming of carpet of damp mopping of vinyl tiles shall be allowed during the wet season. Spray with anti-insecticide as and when instructed.
Furniture (including cabinets), drinking fountains, etc.	Damp clean all furniture & tables to remove dust, dirt etc. Daily removal of stains	Damp clean all furniture (excluding fabric upholstered furniture) with a solution of water/detergent. Vacuum clean all fabric- upholstered furniture including damp cleans the metal/timber components.		

Type	Daily	Weekly	Monthly	Remarks
	Dry-clean/mop floor walls every hour or as and when required. During nil movement, thoroughly scrub floor with detergent and flush with clean water and mop	High pressure water jet and clean the entire place thoroughly including all fixtures and fittings.		The Contractor is required to put up sign in front of the toilet to advise the user that the cleaning operation is in progress. Also required to immediately wipe dry all washroom/cubicles doors surface after cleaning of toilets.

	Damp clean walls, partitions, doors, windows etc with a solution of water and detergent to remove dirt and stubborn stain. On each of the cleanings, contractor to			The sign needs to be put only when the floors are being scrubbed. The contractor must not allow water to be sprayed on the wall otherwise damage to electrical fittings and others will be charged to be contractor.
Sanitary Fittings	Damp-clean all sanitary fittings, urinals, washbasins etc at least twice a day with a solution of water and detergent. For pedestal seat & cover (including underside) an approved bactericidal cleanser is to be used. Clean bowls with a nylon bristle lavatory brush and a bactericidal toilet.			The cleaning of units shall include the bowls, the underside of the flushing rims and the necks of traps etc. The Contractor is to clear minor chokes, pans, washbasins, urinals, floor traps etc. Defective sanitary fittings, vandalism or theft should be reported to FA at once. The Contractor shall be responsible for any losses of exposed toilet fittings in the toilets.
	Scrub bottom and sides of urinals (especially the joints) with solution of water and detergent. Uric scale from the urinal traps must be de-scaled.			A very high standard of cleanliness is expected, and all toilets and fittings must be kept clean and shining at all times and free from litter and smell nuisance. Soap and toilet rolls must be replenished continuously.

Metal fittings	Dry-clean all painted chrome plated/stainless steel fittings such as taps, dispensers, receptacles, pipes twice a day.	Apply liquid polish to all chrome plated/stainless steel fittings & buff with a soft dry cloth.		
Mirrors	Thorough clean mirrors with a soft cloth and an approved brand of mirror cleanser to remove all dust & blemishes. Constantly wipe off accumulation of water droplets throughout the whole day.			On no account shall damp cleaning with water be permitted on the mirrors.
Ashtrays/ Litter Bins	Empty, wipe clean & replace correctly at least twice a day & more frequently when full.	Empty, wash thoroughly, disinfect (both inside & outside) & wipe dry.		The contractor is responsible to transport all the refuse collected within the building to the bin center at least twice a day or as and when required.
Metal Railing		Damp clean with water & dry surfaces with a soft cloth.		

