



**REQUEST FOR TENDER (RFT) NO: RFT PGA SSTB/1020**

**FOR**

**CIVIL WORKS**

**OF THE**

**CARITAS TECHICAL SCHOOL PARKING ALLOTMENT**

**&**

**ROAD WORKS**

**Due Date:**

**April 08<sup>th</sup> 2015**

**17:00 Hours**



## 1 Introduction

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The 15<sup>th</sup> Pacific Games will be held in Port Moresby from 4<sup>th</sup> - 18<sup>th</sup> July, 2015. The Games will showcase the participation of more than 3000 athletes from 24 Pacific Nations in 28 sports and disciplines. 2015 will mark the 40th anniversary of Papua New Guinea's independence, and the Games are sure to feature strongly in Papua New Guinea's celebrations. This will also mark the third occasion on which Papua New Guinea have hosted the Pacific Games, following earlier events in 1969 and 1991.

The success of this event rests on the ability of a number of different agencies working collaboratively to ensure that while all tasks are undertaken, there is no duplication of effort and to maximize the use of limited resources.

The appointed service providers for the 2015 Pacific Games will play a vital role in planning, developing and delivering a world class sporting event, which will contribute to Papua New Guinea's reputation as one of the region's truly sporting nations.

## 2 Objective

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The purpose of this Request for Tender (RFT) is to obtain suitable detailed proposals from interested and competent suppliers to be considered by PNG 2015 Pacific Games Limited ("PNG 2015") for the civil works of the Caritas Technical School Parking Allotment to be used for the Pacific Games.

It is the intention to select a supplier(s) that can provide maintenance services to this venue, subject to the pricing, supplier and quality of service accordingly to the pricing spreadsheet attached in this RFT.

It is also the desire that through this RFT, that a valid and mutually benefitting sponsorship proposal will be made, and this sponsorship will become part of the contract.

Depending on the outcome of this RFT, PNG 2015 shall either go straight to negotiations with one or more companies.

It is the intention to appoint one or more supplier on or before April 31<sup>st</sup> 2015 depending on the outcome of this RFT.

## 3 Terms & Conditions

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### 3.1 Purpose of the Request for Tender

The purpose of this Request for Tender is to obtain affordable and quality products from interested and competent companies to be considered by the PNG 2015 Pacific Games Limited ("PNG 2015") for the civil works of the Caritas Car Park to be used for the Pacific Games.

With the Caritas Technical School council approval, the PNG2015 will be project managing the civil works to create a car park for the Athletes and Public to use for the Pacific Games. The successful service provider should have the ability to understand local conditions and compliance issues, as well as the delivery expectations.

### 3.2 Definition and Administrative Requirements

#### 3.2.1 Definitions

Throughout this Request for Tender, the following definitions apply:



## RFT NO: PGA SSTB/1020 Civil Works of the Caritas Technical School Parking Allotment

“RFT” means this Request for Tender

“PNG 2015” or “Games” means the *Port Moresby 2015 Pacific Games*.

“Supplier” means *an individual or company that submits, or intends to submit, an application in response to this RFT.*

“Application” or “Response” means *the written submission from an Applicant/Supplier.*

“Facility management (or facilities management or FM) is *an interdisciplinary field devoted to the coordination of space, infrastructure, people and organization, often associated with the administration of office blocks, arenas,*

“Occupational Health & Safety” (OH&S) or *Workplace health and safety (WHS)” is an area concerned with the safety, health and welfare of people engaged in work or employment.*

“Overlay and site build” *mean the construction of Temporary venue commodities in preparation for the Pacific Games*

“Overlay and site Dismantle” *mean closing and packing away the temporary venue commodities per venue*

“Civil Works” or *Civil engineering* is a professional engineering discipline that deals with the design, construction, and maintenance of the physical and naturally built environment, including **works** like roads, bridges, canals, dams, and buildings.

### 3.2.2 Terms and Conditions

The following terms and conditions will apply to this RFT. Submission of an application to this RFT indicates acceptance of all the terms that follow and that are included in any addenda issued by the PNG 2015.

### 3.2.3 Key Criteria

The following are key criteria requirements for a successful proposal. Supplier MUST have;

- ✓ Site Management experience with particular regard to occupational health safety compliance at venues and major sporting events.
- ✓ The ability to successfully demonstrate a track record in coordinating multi-disciplinary teams with diverse stakeholders on challenging major events.
- ✓ Strong project management skills including scheduling and contractor management skills required to meet fixed deadlines

### 3.2.4 Late Applications

Late applications will **not** be accepted.

### 3.2.5 Eligibility

Applications will not be evaluated if the applicant’s current or past corporate or other interests may, in the PNG 2015’s opinion, give rise to a conflict of interest in connection with the project described in this RFT.



### **3.2.6 Evaluation**

Evaluation of applications will be by a Committee formed by the PNG 2015 and may include employees and contractors of the PNG 2015.

### **3.2.7 Changes to Applicant's Response**

By submission of a clear and detailed written notice, the Applicant may amend or withdraw its application to this RFT prior to the closing date and time. The applicant may not change the wording of its application after closing and no words or comments will be added to their response unless required by the PNG 2015 for clarification.

### **3.2.8 Applicant's Expenses**

Applicants are solely responsible for their own expenses in preparing their responses and for subsequent proposals, negotiations etc., with the PNG 2015, if any. If the PNG 2015 elects to reject all responses, the PNG 2015 will not be liable to any Applicant for any claims, whether for costs or damages incurred by the Applicant in preparing their response, loss of anticipated profit in connection with any future Contract, or any other matter whatsoever.

### **3.2.9 Proposal Validity**

Applications must be open for acceptance for hundred and twenty (120) days after the closing date.

### **3.2.10 Currency and Taxes**

All prices quoted are to be:

- In PNG Kina
- Exclusive of duty
- No GST shall be included in pricing
- Valid for 120 Days

### **3.2.11 Sub-Contracting**

Using a sub-contractor (who must be clearly identified in the application) is acceptable. This includes a joint submission by two Applicants having no formal corporate links. However, in this case, one of these Applicants must be prepared to take overall responsibility and this should be clearly defined in the application.

Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the PNG 2015's opinion, give rise to a conflict of interest in connection with the project or program described in this RFT will not be permitted.

Where applicable, the names of approved sub-contractors listed in the application will be included in any subsequent Contract. No additional sub-contractors will be added, or any other changes made, to this list in the Contract without the written consent of the PNG 2015.

### **3.2.12 Liability for Errors**

While the PNG 2015 has used considerable efforts to ensure information in this RFT is accurate, the information contained in this RFT is supplied solely as a guideline for Applicants. The information is not guaranteed or warranted to be accurate, nor is



it necessarily comprehensive or exhaustive. Nothing in this RFT is intended to relieve Applicants from forming their own opinions and conclusions with the respect to the matters addressed in this RFT.

### 3.2.13 Modification of Terms

The PNG 2015 reserves the right to modify the terms of this RFT at any time, including the right to cancel this RFT at any time prior to the closing date and time.

### 3.2.14 Ownership of Applications

All applications submitted to the PNG 2015 become the property of the PNG 2015.

### 3.2.15 Use of Request for Proposal (RFT)

Any portion of this document, or any information supplied by the PNG 2015 in relation to this RFT may not be used or disclosed, for any purpose other than for the submission of an application.

### 3.2.16 Disclaimer

- The lodgement of an RFT shall not be treated as a contractual obligation between PNG 2015 Pacific Games Ltd and any company and no agreement will be established or assumed until a formal written contract is signed and executed between PNG 2015 Pacific Games Ltd and the nominated service provider.
- PNG 2015 Pacific Games Limited reserves the right to appoint any contractors it deems required and appropriate for the services required for this work.
- PNG 2015 Pacific Games Limited reserves the right to reject any and all proposals submitted.
- The use of the 2015 Pacific Games logo is not permitted on documents submitted by interested parties, or in any other way, shape or form without the express written permission of the PNG 2015 Pacific Games Limited.

## 4 Project Proposal Submissions

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Proponents must follow this format in the submissions of their proposals.

All interested suppliers are required to register your company name and contact details before hand, should you wish to submit your proposal upon receiving the RFT SSTB/ 1020 – Civil Works of the Caritas Parking Allotment to [elma.polum@portmoresby2015.com](mailto:elma.polum@portmoresby2015.com)

### 4.1 Overview of Company

Registered Legal entity, Place of Incorporation and Description of Overall Business. Please provide copies of company registered documents

***Note: Experience on other major renovations would be of benefit in understanding the full scope of works, but it is not mandatory.***

#### 4.1.1 Description of Similar Work Undertaken

Provide 3 relevant project scopes and references for similar work undertaken in the last 5 years.



#### 4.1.2 Pricing

All pricing must be expressed in PGK Kina –exclusive of GST, Duty and Ex-works.

#### 4.1.3 Delivery

Work MUST be completed NO later than June 01<sup>st</sup> 2015.

#### 4.1.4 Pricing Specification

Interested suppliers must refer to the scope of works as a price spread sheet. Scope of Works detailing the following;

### 4.2 Scope of Services for Compliance

4.2.1.1 THE FOLLOWING ARE COMPLIANCE REQUIREMENTS THAT INTERESTED SUPPLIERS BE AWARE OF AND MUST HAVE;

1. All works to conform to standard and approved practices.
2. All items identified to be stored are to be relocated to a SAFE and SECURE area as directed by the Caritas Technical School representative.
3. All works to be carried out by qualified and licensed personnel.
4. Site inspection to be carried out to avoid and clear out any confusion.

**Note: All interested supplier MUST schedule site inspection with Kaluwin Narakou: [kaluwin.narakou@portmoresby2015.com](mailto:kaluwin.narakou@portmoresby2015.com) prior to visiting Caritas Technical School.**

**Site Inspection Dates;**

**Day/Date: Tuesday 31<sup>st</sup> March 2015**

**Time: 10am – 12 Noon**

**Venue: Caritas Technical School (Main Gate)**

**NO Bids will be accepted without site visit.**

5. It is the responsibility of the contractor to make sure all areas of work are covered by the scope upon finalising quote.
6. All rates are to include;
  - 1) Constructing, surveying, levelling, rubbish and debris.
  - 2) Rate shall also allow for working hours over the weekend or after normal business hours as and when required by the PNG2015
7. All dimensions and details to be verified and confirmed on site.
8. It is the responsibility of the contractor to make sure all areas of work are covered by the scope upon finalizing quote and conform to drawings/sketches supplied by PNG2015
9. Final price shall cover all works required to complete the project.
10. Contractor to ensure his work ship and method of construction over this project is in accordance with TOR and the requirements of the Bank.



**RFT NO: PGA SSTB/1020 Civil Works of the Caritas Technical School Parking Allotment**

**4.2.1.2 PRELIMINARIES**

1. Allow for logistics for labour, material equipment to and from site commencing construction and completion stages.
2. Allow for staff accommodation/ meals on site during the project phrase.
3. Allow for scaffolding and set up, safety harness or equally approved when working at heights.

## **5 submissions**

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All submissions are required to be sealed, labelled with sender details and delivered to with the RFT as the Heading:

***The Chairman***

***Special Supply & Tenders Board SSTB/1020\_ Civil Works of the Caritas Technical School Parking Allotment***

***C/-Port Moresby 2015 Games Pacific Games***

***P.O Box 2015, KONE DOU***

***Port Moresby, National Capital District***

***Telikom Rumana, Ground Floor, Kumul Avenue, Waigani***

***All proposals must be provided with 2 hard copies***

***An electronic version of the proposal must be provided in the package using a USB key (USB key will not be returned)***

***ALL PROPOSALS MUST BE SUBMITTED BY April 8<sup>th</sup> 2015 at 17:00 hours***