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**CIVIL AVIATION
AUTHORITY
OF FIJI**

Safe Skies, Secure Fiji



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Private Mail Bag, NAP 0354, Nadi Airport, Fiji

SCOPE OF WORKS

INSTALATION, SERVICE (QUARTERLY) AND MAINTENANCE OF AIR-CONDITIONING ITEMS

ALL OFFICE'S

AC Brand	AC Type	BTU	Service Price Per Unit	Installation Cost Per Unit	Strip Service Cost Per Unit
Panasonic	Wall Mounted	12,000			
TCL	Wall Mounted	12,000			
Panasonic	Wall Mounted	18,000			
Panasonic	Wall Mounted	24,000			
TCL	Wall Mounted	24,000			
Panasonic	Ceiling Mounted	24,000			

Special Notes:

- Your quote should include outdoor unit mounting brackets
- End to end seal ducting to cover piping
- If need to supply copper piping (minimum 5 meters)

Important Note:

- All Prices should be VIP (unless otherwise stated).
- All AC service is done quarterly, urgent repairs/installations are done as and when required.
- Labour charge to be stated where applicable.
- State any special terms or charges for attending after hours, on weekends and public holidays.
- Advise response time.
- Hold and provide a current/valid electrical license for its staff.
- Hold and provide a current/valid Refrigerant handling license for its staff.

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SCOPE OF WORKS

Tender for Providing Electrical Services at CAAF HQ

	Items	Cost (vip)	Cost (vip)	Details
		Working Hours	After Hours	
1	Change Bulb (Energy saver)			Labour, Material & Transport/ No Wiring Required
2	Change 2ft Tube/LED			Labour, Material & Transport/ No Wiring Required
3	Change 4ft Tube/LED			Labour, Material & Transport/ No Wiring Required
4	Change Batten Holder			Labour, Material & Transport/ No Wiring Required
5	Change 2ft Fitting/LED			Labour, Material & Transport/ No Wiring Required
6	Change 4ft Fitting/LED			Labour, Material & Transport/ No Wiring Required
7	Change Starters			Labour, Material & Transport/ No Wiring Required
8	Change PL 36 Tubes/LED Panel Light			Labour, Material & Transport/ No Wiring Required
9	Change PL Tubes/ LED Panel Light			Labour, Material & Transport/ No Wiring Required
10	Install 1 Gang Light Switch			Labour, Material & Transport/ No Wiring Required
11	Install 2 Gang Light Switch			Labour, Material & Transport/ No Wiring Required

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12	Install 3 Gang Light Switch			Labour, Material & Transport/ No Wiring Required
13	Install Single Power Point			Labour, Material & Transport/ No Wiring Required
14	Install Double Power Point			Labour, Material & Transport/ No Wiring Required
15	Change Complete Fuse			Labour, Material & Transport/ No Wiring Required
16	Change Complete Cut-out			Labour, Material & Transport/ No Wiring Required
17	Attend to Cable Fault			Labour, Material & Transport/ No Wiring Required
18	Laying Cables (Cat)			Labour, Material & Transport/ No Wiring Required
19	Change Circuit Breaker			Labour, Material & Transport/ No Wiring Required
20	General Hourly Rate			For Jobs Not Specified Above

Note:

- Preferred brand for switches and power points are Clipsal.
- Advise response time in emergencies.
- The vendor must provide a copy of the valid electrical license for its business/staff.





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SCOPE OF WORKS

Supply of Toilet Paper, Sanitary Items & Cleaning Chemicals

The Supplier shall supply the following items upon issuance of purchase orders by the Authority;

Estimated Annual Requirement

1. Deodorant Blocks 4Kg	40 Kg
2. Mopping Wax	5 x 4Ltrs Gallon
3. Air Freshner	8 x 4Ltrs Gallon
4. Toilet Bowl Cleaner	4 x 4Ltrs Gallon
5. Liquid Hand Wash (for refill in soap dispenser)	10 x 20 Ltrs Gallon
6. Wash & Glow	5 x 4 Ltrs Gallon
7. Tile Cleaner	4 x 4Ltrs Gallon
8. Toilet Paper 350 sheets 2 Ply x 4's	5,000 Rolls

Note:

- Full payment will be made upon satisfactory supply of goods and on the production of an invoice.
- Tenderer to indicate 'brand' of papers proposing to supply.
- Tenderer to properly indicate packing size, quantity per ctn, volume, etc.
- The Supplier shall not sub-contract the supply of above goods.
- Quote to be VIP.
- The contractor should hold relevant license for handling chemicals.
- The Contractor should comply with all OHS requirements while on site.



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SCOPE OF WORKS

Pest Control & Hygiene Services

The Supplier shall provide the following services to the Authority.

Quarterly Pest Control

- Spray pesticides in CAAF HQ office, ICAO Office, Qtrs. 371 and Exam Room Buildings
- Manholes and Sewer Chambers
- Lay bait as appropriate

Monthly Sanitary Services

- Provide and service 6 x sanitary bins every month
- Re-fill Sani-Wipes in the Dispenser x 12 units
- Re-fill Air Freshener in the Dispenser x 26 units
- Sewer Chambers – clean as and when required

Note:

- Full payment will be made upon satisfactory completion of service (signed service report) and on the production of an invoice.
- The Supplier shall not sub-contract the supply of above goods.
- Quote to be VIP.
- The contractor should comply with OHS requirements while dealing with chemicals.
- The contractor should hold relevant license for handling chemicals.



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SCOPE OF WORKS

- 1. 100kva POWER LINK STANDBY GENERATOR**
- 2. 62.5kva CUMMINS STANDBY GENERATOR**

2 Monthly Service

- Check Battery Water Level
- Check Battery Charge Rate
- Check Battery Terminals
- Check and Top-Up Fuel & Oil
- Check Water Level in the Radiator
- Check and test Auto Start & Auto Stop Functions
- Check Output Voltage from the Generator
- Check and Service Connections at Contactors
- Check & Service Contactors

Annual Service

- Change Oil
- Change Oil Filter
- Change Fuel Filter
- Change Engine Coolant
- Change Air Cleaner
- Check and test Auto Start & Auto Stop Functions

Parts & Materials

The contractor to provide all parts & materials (filters, oil, etc) but exclusive of fuel.

Important

“Full payment will be made upon satisfactory service and maintenance of the standby generator and on production of an invoice together with the signed service order”.

- Payment every two months will be made for 05 months (2 monthly service).
- Payment will be made for Annual service in December 2026, 2027 & 2028 only.

Generator Location

Civil Aviation Authority of Fiji
Ottawa Road, Korowai,
AFL Compound
Namaka, Nadi



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SCOPE OF WORKS

The contractor shall provide Sanitary Services which shall include the following key tasks;

Daily Tasks

1. Check and Deodorize toilets, refill liquid soap & spray air fresheners
2. Clean hand basins, wipe toilet pans, clean windows and shelves
3. Broom foyer, Clean entrance, steps and all door mats
4. Wipe and clean all glass windows, shelves and counters
5. Sweep and mop all entrances and exits
6. Clean all door mats
7. Broom all tiled areas
8. Check and replace toilet papers, air fresheners and hand cleaners in all toilets

Weekly Tasks

1. Wash all Gents & Ladies toilets at HQ, Exam Room and Qtrs 371 (Twice a week)
2. Clean urinal & toilet bowls (Twice a week)
3. Water all Pot Plants, trim and discard old leaves (Twice a week)
4. Mop all tiled areas in the Main HQ (2-3 times per week)
5. Clean the Training Room
6. Clean all hand railings
7. General cleaning of Exam Room, and Qtrs 371 – sweep, mop, glass windows, walls, tables & chairs, etc.

As & When Required

1. Set tables and chairs in the training room, Qtrs 371, etc.
2. General & minor maintenance works
3. Any other task assigned by the Management

Note:

- Full payment will be made on the production of an invoice and satisfactory completion of designated tasks.
- The Contractor shall not sub-contract the supply of goods above.
- All payments to contractors will be subject to tax deductions as per FRCS legislations & Income Tax Act.
- The Authority has the right to terminate contract arising from non-performance of work as per contract.
- The Contractor should comply with all OHS requirements while on site.



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SCOPE OF WORKS

Provide Cleaning Services (Cleaner/Handyman)

The contractor shall provide Cleaning Services which shall include the following key tasks;

Daily Tasks

1. Clean (sweep, vacuum mop, wipe) inside all offices and foyer.
2. Empty and wash all rubbish bins.

Weekly Tasks

1. Moving Furniture, records, files and equipment.
2. Assist with purchasing functions
3. Assist in Cleaning the Training Room
4. Assist in Cleaning all hand railings
5. Assist in general cleaning of Exam Room and Qtrs 371 – sweep, mop, glass windows, walls, tables & chairs, kitchen area, etc.
6. Watering all indoor plants

As & When Required

1. Set tables and chairs in the training room, Qtrs 371, etc.
2. Minor maintenance works.
3. Any other task assigned by the Management.

Note:

- Full payment will be made on the production of an invoice and satisfactory completion of designated tasks.
- The Contractor shall not sub-contract the supply of goods above.
- All payments to contractors will be subject to tax deductions as per FRCS legislations & Income Tax Act.
- The Authority has the right to terminate contract arising from non-performance of work as per contract.

Important

- Hours of Work are Monday to Friday 8.00am to 5.00pm (except on Public Holidays).

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SCOPE OF WORKS

Provide Cleaning Services – ICAO Office

The contractor shall provide Cleaning Services in ICAO Office, which shall include the following key tasks.

Daily Tasks

1. Clean (sweep, vacuum mop, wipe) inside all offices and veranda/porch.
2. Empty and wash all rubbish bins.
3. Check and Deodorize toilets, refill liquid soap & spray air fresheners
4. Clean hand basins, wipe toilet pans, clean windows and shelves
5. Clean entrance, steps and all door mats
6. Wipe and clean all shelves and counters
7. Sweep and mop all entrances and exits
8. Check and replace toilet paper, air fresheners and hand cleaners in all toilets
9. Wash all Gents & Ladies toilets.
10. Clean urinal & toilet bowls (Twice a week)
11. Mop all tiled areas (2 times per week)
12. Maintain General cleanliness of ICAO Office

Weekly Tasks

1. General cleaning – sweep, mop, glass windows, walls, tables & chairs, kitchen area, dishwasher, etc
2. Dispose fallen leaves from pot plants
3. Assist with any meeting set-ups, etc

Note:

- Full payment will be made on the production of an invoice and satisfactory completion of designated tasks.
- The Contractor shall not sub-contract the supply of goods above.
- All payments to contractors will be subject to tax deductions as per FRCS legislation & Income Tax Act.
- The Authority has the right to terminate contract arising from non-performance of work as per contract.

Important

- Hours of Work are Monday to Friday 8.00am to 5.00pm (except on Public Holidays).

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SCOPE OF WORKS

Provide Green Management Services

The contractor should provide Green Management Services, which shall include the following key tasks;

Daily Tasks

1. Planting & weeding.
2. Dispose all plant cuttings and rubbish.
3. Check the whole compound for any rubbish, coconut leaves, etc and dispose thoughtfully.
4. Plants new flowers/crotons, etc and ensure weeding is done regularly.

Weekly Tasks

1. Rake the whole compound of grass, paper and leaves.
2. Clean the Car Park, wash and remove any mud/soil.
3. Prune the trees, flowers and branches around the main HQ, Exam Room Qtrs. 371 and ICAO Office.
4. Clean all drains and waterways, downpipes and gutters.
5. Maintain hedges, weed and dig gardens around all areas.
6. Wash all footpaths, verandah's and outside the buildings of the main HQ, ICAO Office, Exam Room, Qtrs. 371 and car park.

As & When Required/Monthly Basis

1. Cut grass around the HQ, Exam Room, Quarters 371, Car Park and ICAO Office
2. Remove grass from footpath edges and payments.
3. Spray pesticides and weed killer as necessary
4. Any other task assigned by the Management.

Note:

- Full payment will be made on the production of an invoice and satisfactory completion of designated tasks.
- The Contractor shall not sub-contract the supply of goods above.
- All payments to contractors will be subject to tax deductions as per FRCS legislation & Income Tax Act.
- The Authority has the right to terminate contract arising from non-performance of work as per contract.
- The Contractor should comply with all OHS requirements while on site.
- The contractor shall provide all tools, materials and equipment for carrying out the tasks above.



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SCOPE OF WORKS

Service & Maintenance of Fire Alarm System & Fire Extinguishers

The contractor shall provide Fire Services with the Authority as follows.

Items	Rate Vip
Monthly Fire Alarm Testing	
Attend Fire Call (Day)	
Attend Fire Call (Night)	
Fire Drill	
Annual Survey	
Service of Fire Extinguisher	
Servicing Per Fire Hose Reel	
Transport Cost Per Run	
Ad-Hoc Hourly Rate	

Note:

- Full payment will be made upon satisfactory service and maintenance of the fire alarm system and fire extinguishers and on the production of an invoice together with the 'service report.
- The Contractor shall not sub-contract the supply of goods above.
- The Contractor is responsible for liaising with National Fire Authority (NFA) for any task carried out at the Authority (for eg. Fire alarm testing).
- The Contractor should provide relevant license for handling fire equipment's.



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