



REQUEST FOR TENDER

FIRE ALARM & PROTECTION SERVICES

SPECIFICATION DOCUMENT

Fire Alarm System & Protection Services

The following Scope of Service outlines, in general, services that Housing Authority desires your company to perform and to propose methodology, cost and plans in performing each aspect of services outlined below:

1.0 OBJECTIVES OF SERVICE

THE CONTRACTOR shall:

- 1.1 Protect the safety of all personnel, tenants and customers within the premises and thereby ensure continued operation.
- 1.2 Ensure appropriate regulations with relevant authorities and compliance is in place.
- 1.3 Equipped with trained personnel to facilitate the actions in rendering the required service.

2.0 SCOPE OF SERVICE

THE CONTRACTOR shall:

- 2.1 Ensure the company is licensed with certified technicians to carry out the service diligently and effectively.
- 2.2 Conduct periodic survey, testing and servicing of all fire alarm and protection equipment.
- 2.3 Attend service calls, reports of problems or potential hazards, complaints or requests in a timely manner.
- 2.4 Maintain and ensure all systems are functioning properly at all times and advise Management of any repair and/or maintenance, should it be required.
- 2.5 Ensure monitoring controls and appropriate back-up plans in place.
- 2.6 Ensure products/ equipment used comply with recognized international standards and acceptable to the National Fire Authority requirements.
- 2.7 Undertake fire alarm and protection services for the Authority and its tenant, at its Head Office situated at Valelevu, Nasinu.

3.0 SERVICE TIMELINES

Service timeline and detailed scope of works shall include:

- 3.1 Survey - Annual
- 3.2 Test and service – Monthly
- 3.3 Test and service – 6 Monthly

4.0 COMPLIANCE REQUIREMENTS

The following compliance requirements need to be accommodated with all submissions, failure to provide these documentations will render your submission incomplete and RFT will not be accepted;

- 4.1 Company's detailed profile including names of principals and company background;
- 4.2 Past relevant experience and references
- 4.3 Detailed description of physical resources and service delivery ability;
- 4.4 Insurance and OHS compliance details;
- 4.5 Company registration certificate from Registrar of Companies;
- 4.6 Compliance letters from FNPF, FRCS and audited financial accounts for the past 2 financial years of operations; and;
- 4.7 Prices are to be VAT exclusive for the relevant services for each office.

5.0 SCHEDULE OF PRICES

No.	Equipment/ Service	\$ per unit	Qty	Area
1.	Equipment			
	i) Extinguisher (Liquid)		6	Ground Floor, Level 1, Level 2
	ii) Extinguisher (Dry powder)		12	Level 3, Level 4, Level 5
	iii) Extinguisher (CO ₂)		4	Level 2, Level 3
	iv) Smoke/ Heat Detector		127	Ground- 16, Level 1- 24, Level 2- 23, Level 3- 24, Level 4- 22, Level 5- 18
	v) Fire hose reel		7	Lobby areas on all floors
2.	Service & Testing			
	i) Monthly testing			
	ii) 6 Monthly Service			
	iii) Occurrence Call			
	iv) Annual Survey			

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