



# **REQUEST FOR TENDER**

## **WASTE SKIP BIN**

### **SPECIFICATION DOCUMENT**

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 Provision of equipment and service as per the Agreement, and dispose of waste at a licensed site.
- 1.2 Ensure services are managed with respect for the environment.

## **2.0 SCOPE OF SERVICE**

THE CONTRACTOR shall:

- 2.1 Have a reputation of reliability, high standards and supplying waste skip bin services;
- 2.2 Ensure delivery of bin shall be made to Housing Authority's Head Office located at Saqa Street, Valelevu.
- 2.3 May include provision for other HA branch offices as deemed appropriate by management.
- 2.4 Service hours shall be carried out on a monthly basis and or unless deemed appropriate by Management.

## **3.0 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;

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

## **4.0 SCHEDULE OF PRICES**

<b><u>BRANCH</u></b>	<b><u>RATE (VEP)</u></b>
VALELEVU HEAD OFFICE	