



**DENARAU CORPORATION LIMITED
(DCL)**

**LANDSCAPING MAINTENANCE
TERMS OF REFERENCE**

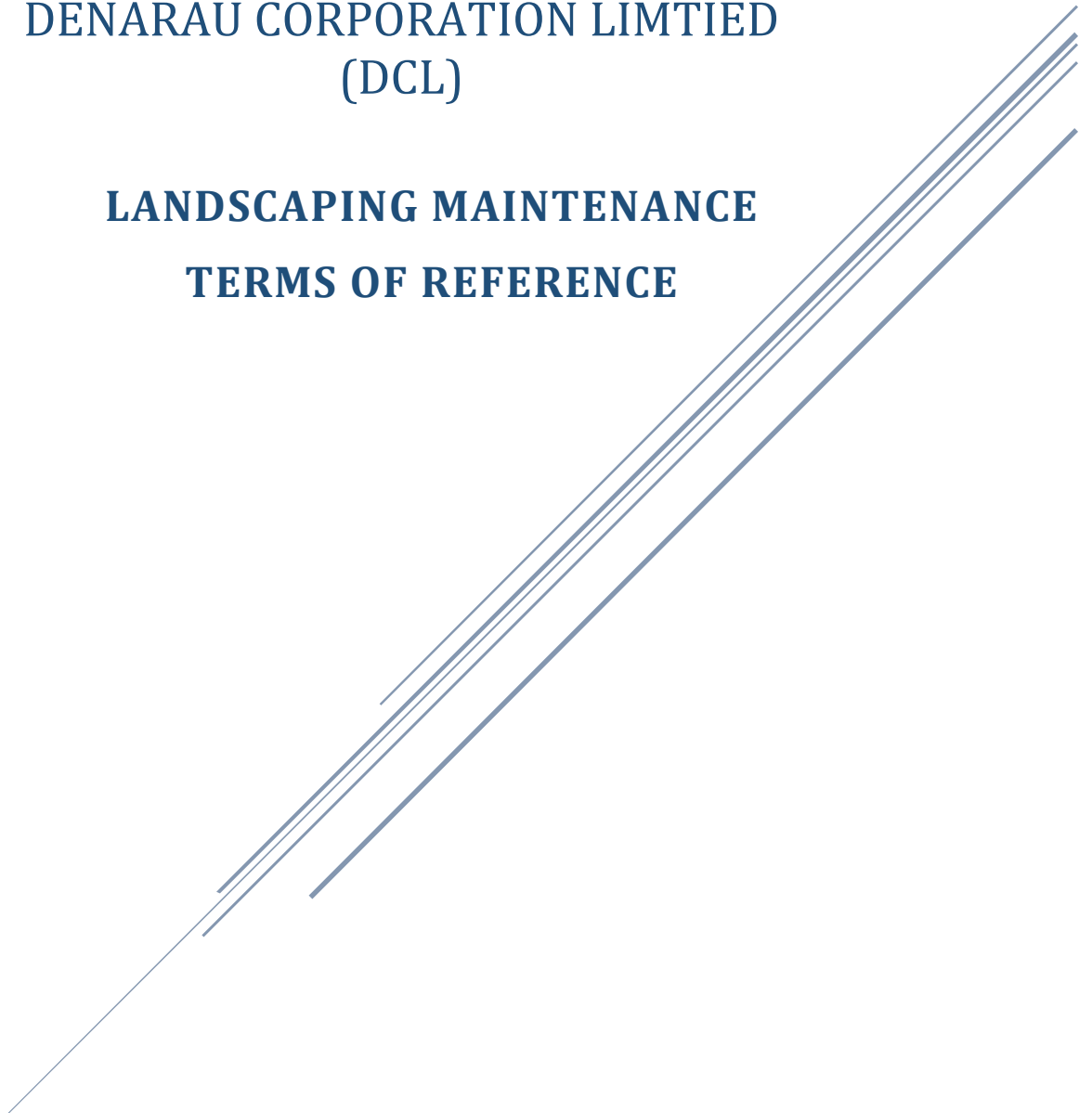


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1. BACKGROUND

1.1. ABOUT DENARAU CORPORATION PTE LIMITED

Denarau Corporation PTE Limited (DCL) incorporated under the Companies Act in 1996 to perform the role of Body Corporate for the five Precincts on Denarau Island namely:

1. Hotel Precinct
2. Residential Precinct
3. Commercial Precinct
4. Marina Precinct
5. Golf Precinct

The Directors

The DCL Board comprises of Directors drawn from each individual Precinct whom are empowered with the duty to formulate rules pertaining to the control, management and administration of DCL through the Corporate Office.

Role of the Corporate Office

The Corporate Office comprises a General Manager and its core duties include:

- Legal & Financial Management (Collection of Levies & Budget Control);
- Operational & Maintenance Function of Assets;
- Security Services;
- Waste Management;
- Green Waste Management;
- Enforcement of DCL By-Laws & Disaster Management Plans and Statutory Compliance.

The General Manager reports to the DCL Board.

Both the DCL Board & Corporate Office work in close association with the respective precincts with the best interests of a long-term integrated management approach to Denarau Island's infrastructure and facilities.

2. CIRCULATION

This document contains vital security information. Therefore, it is imperative that all information contained herein remain confidential and classified and not further disseminated or distributed without prior written authorization from duly authorized management of DCL.

3. OBJECTIVE AND FAMILIARISATION

The objective of this tender is to:

- 3.1. Outsource and provide best practise security services such as static, mobile and foot patrols and control room operations as a support service;
- 3.2. Develop and maintain a stable business structure and quality management system equipped to manage service delivery and identified risks;

- 3.3. Deploy a resilient Operations Manager with relevant regional exposure, experience, and a firm grasp of international/local private security industry regulations;
- 3.4. Provide manned guarding services where each prospective service provider shall be required to comply with all applicable Fiji Government and Company regulations;

Security is a top priority for DCL. As such, the contracted service provider is required to comply with the security requirements of DCL’s Security Policy and Procedures and the agreed outlines within their respective service agreements.

To achieve the objectives of this contract, the contractor at its own cost, is required to make the necessary arrangements for site visitations with DCL, should the contractor require it necessary. Appointments for site visitation, shall be organized by way of written request to ravi.prasad@denarau.com and tony.navusolo@denarau.com

In cases where the Contractor identifies a scope that is excluded but deemed necessary, to achieve the objective of the contract, the Contractor, shall advise DCL during the tender process and where agreed, shall include the additional scope in the tender proposal.

3. GENERAL SCOPE OF WORKS

In order to qualify for the award of this tender, the proponent is required to submit the following:

- i. The qualifications and credentials of all staff that will perform the contract;
- ii. A detailed Curriculum Vitae with supporting references of a qualified and experienced landscaper with proven track record;
- iii. DCL will provide a 3-Dimensional plan of Denarau Island showing areas of work for which a quote is required.
- iv. A proposal including detailed costs must be included in this tender.

For the purpose of this document, the key components whether referred to or implied or otherwise, shall constitute and refer to the following: -

Mowing	Slashing	Debris Blowing
Road sweeping	Mulching	Composting
Weeding	Pruning/ Tree Trimming	De-nutting
Rubbish & waste disposal	Spraying	Plant Fertilizing
Curbs	Hedging	Watering
Staking	Turf	
Replanting	Water Blasting	

3.1 General Scope

The general scope of works provided by DCL is to maintain all plant material on all DCL common areas, so as to ensure the overall landscape is enhanced as well as to promote proper plant development including but not limited to: irrigation, pruning, fertilizing, weed and pest control; and mowing and edging of landscape areas. To achieve this, a general annual landscaping cycle plan is compulsory and shall form part of the contract.

The successful contractor shall provide all labour equipment, tools and all raw materials necessary for the successful landscape maintenance. The contractor shall organize a joint inspection of all equipment, tools and raw materials.

Throughout the duration of the term of the contract, the contractor must achieve an international standard landscape through standardized landscape maintenance techniques and practices to ensure that all lawns, plants, shrubs and trees have been correctly installed and supported by an approved landscaping maintenance program; this is to ensure consistency and that all plant materials are free of diseases, pests and/or any detrimental characteristics, all of which is to support DCL’s green policy and to achieve a target of 5% Green Space on Denarau Island.

As part of DCL “Sustainable Policy” the proponent must have the capability to carry out composting and mulching.

3.2 Planning and Standards

A detailed work program including resource allocation, lead times, benchmarks, milestones to name a few, must be presented as part of the tender and finalized prior to signing of the contract, and thereafter, a detailed maintenance program be submitted at the end of the third quarter of each year of the contract.

Specific to landscaping and island beautification, the contractor may be called upon at the discretion of DCL Management, to join the team as part of the annual strategic planning and budgeting process for DCL.

3.3 Call Outs

Standard call-outs are classified into the following categories with the required turnaround times. Prior to the commencement of the contract, the Contractor and DCL/Client, shall discuss to agree on defined faults and turnaround times:

<i>Defined Fault</i>	<i>Turnaround Time</i>
Emergency	Within 1 hour
Urgent	Within Normal Working Business Hours
Minor	Within 24 hours from report of Fault
Deferred	Within 48 hours from report of Fault
Natural Disaster Recovery	Within 24 hours of notification from DCL Management

3.4 Removal of Green Waste, Grass, Debris, Weeds and Other Waste

Removal of street litter, grass, weeds and all other debris from the site must be cleared and carried away daily and no later than 5:00pm from Monday to Friday and 1:00pm Saturday.

3.5 DCL

This tender is for DCL. Therefore, to ensure standards are maintained and that resources are adequately distributed, the contractor is required to provide evidence of a separate budget allocation for DCL. Any sharing of resources must also have marked clearly.

3.6 DCL Common Areas/Boundaries

This will be covered during a scheduled joint inspection as part of the tender process. Furthermore, a map will be made available upon request, clearly marking out DCL Common Areas.

4. PLANNING AND SCHEDULE OF SERVICES

All trimming, pruning and tree work must be based on an approved cyclical landscaping and planting program, using acceptable best practice horticulture, with specified consideration to the natural landscape and shape of varying plant species, growth stimulation techniques and space limitation on Denarau Island.

All services are provided daily through the term of the contract and shall be set accordingly with due consideration to growth habits and varying climatic seasons experienced in the Western region of Viti Levu.

Detailed annual plans and programs must be submitted to DCL by the end of the third quarter of each year of the contract. It is therefore mandatory, that the contractor commences with a consultation process in order to allow for increased accuracy and forecasting of budgets between DCL and the contractor. All plans must include an annual recycling and change in DCL landscape.

5. LAWNS

5.1 Benchmarking and Standardizing

- i. The contractor shall propose an initial cost to replace and turf all road side lawn, as identified during the joint inspection period. The objective of this is to achieve a seamless integration, equivalent to the rough of the Denarau Golf & Racquet Club. The turf shall be equivalent or similar to that of the Denarau golf course rough and as part of the contract, shall be kept and maintained to the same standard and consistency as the Denarau Golf & Racquet Club or better.
- ii. The contractor, in its submission, shall propose a separate cost to completely replace the existing grass section with turf.
- iii. All lawns shall be maintained to an overall consistency around Denarau Island; be fertilized to a minimum of two (2) times per year or according to a suggestive and comprehensive fertilizing schedule that shall be submitted. A mowing height shall be maintained at 1-1.25 inches.

5.2 Grass Cutting – Summer Season (Wet Season)

All grass cutting along DCL common areas shall be carried out weekly, with the use of brush-cutters and ride-on mowers, during our Summer (wet season), which typically runs from November to April; unless, the scheduled day falls on a gazetted public holiday or due to wet weather conditions, shall otherwise prevent the weekly service. The use of weed whackers or snipers are under no circumstances, permitted. In areas where the ground is undulating in slope, the contractor will be required to submit as part of its initial upgrade works, a cost to scrape and even out the ground level, so as to allow for a proper fall and drainage throughout the affected areas.

5.3 Grass Cutting – Winter Season (Dry Season)

All grass areas shall be cut to a minimum of two times per month, during the winter (dry) season, which runs from May to October or as needed; so as to keep and maintain a clean, well maintained and even consistency that will achieve the benchmarking and standardizing proposed with the contract.

5.4 All Other Areas

Any areas and/or sections not covered within this tender, however is identified during the joint inspection, shall be identified and included within the cost.

5.5 Edging

All types and/or forms of edging, shall be carried out by a mechanical edging machine or an atom edger. All forms and types of edging shall take place along all road curbs, bridge curbs, footpaths, garden edges, road side boulders, roundabouts, walkways, around bollards and around tree bases on a weekly basis.

6. TREES AND HEDGES

Maintenance of trees and hedges to promote health, maintain height restrictions, provide shading and aesthetics.

6.1 Watering

The amount and frequency of watering shall be dictated by the need for watering. This shall also vary by number/s and types of trees.

6.2 Staking

Timber/Metal stakes or angle lines and wire ties may be used and regularly inspected and maintained to promote proper plant habits. Trees shall be staked when whilst young to prevent damage from winds and to promote proper plant growth. Stakes must be removed as dictated by the growth of plants.

6.3 Pruning

Hedges shall be pruned to a height of between 2 to 4 meters or as determined by DCL from time to time. Pruning shall also include the removal of new runners, small or twisted branches, so as to promote tree health and to produce well shaped trees which shall be pruned back from any sidewalk and by one foot from any common area wall or building of up to eight feet, 2 to 4 meters.

Tree pruning is to be conducted from and between May to September and carried out progressively so as to allow for a balance of regrowth.

6.4 Roadside Debris, Gravel and Silt

Removal and clean-up of any fallen dead leaves, roadside debris, gravel and silt are part of this contract. This shall take place on a daily basis throughout the island.

6.5 Coconut Tree Pruning and De-nutting

There is a routine management with a focus on achieving three monthly de-nutting and frond reduction program. This is expected to reduce the risk to the public. All trimmings and debris will be removed to a green waste storage site.

Note: all coconuts, both green and dried are to be separated and collected to a designated location as approved by DCL for use as part of a Green Policy. All green and dried nuts may be used at sole discretion of DCL.

The disposal of husks and coconut shells shall be part of this contract unless otherwise stipulated.

6.6 Mulching

An edge is to be cut around the garden bed line to an approximate depth of 4 inches. The mulch is then turned back into the garden beds. New mulch is to be applied to a depth of approximately 2 inches.

7. SHRUBS AND PLANTER AREAS

7.1 Weeding

All shrubs, plants and other non-grass areas of the landscape area must be kept free of noxious weeds and grasses, with a post emergent program to be implemented separately.

7.2 Pruning

All plants will be pruned as needed to maintain a neat and uniform appearance. All trimmings from plant material shall be removed from the various DCL common areas the same day.

Shrubs and plants shall be pruned back to 2 feet (0.5 meters) from any sidewalk and 1 foot from any common area wall or as space permits.

8. FERTILIZATION, POST EMERGENTS AND PEST CONTROL

8.1 Trees

Trees will be fertilized as needed.

8.2 Plants and Shrubs

All plants and shrubs will be fertilized as needed throughout the year so as to promote plant health and vigor.

8.3 Lawns

Lawns shall be fertilized according to an agreed frequency.

8.4 Disease and Pest Control

A Denarau Island pest control program shall form of the contract. The program will include rodents, flies, rhinoceros' beetles and white flies to list a few.

9. SURFACE CLEANING AND GENERAL CLEANING

9.1 Paving, Curbs and Footpaths

These areas shall include footpaths, bricks, paving, paved carparks and curbs shall be cleaned bi-annually/annually, using high pressure hosing to remove mold and dirt. Included in this category are all concrete roads and roundabouts.

The contractor will be required to conduct daily road sweeping through the use of a ride-on road sweeper or ride-on street vacuum or a blower between the hours of 7:00am and 9:00am along/around the entrances of the residential precincts.

All paved areas, curbs and footpaths must be free of pebbles, debris and road dust/silt through the application of the sweeping program (paragraph above).

9.2 Pedestrian Pathway Access

Pedestrian Pathway Access is included within this part of the program. The areas shall be cleaned using a motorized blower, removing all dirt debris, litter and soil. This shall occur weekly or as required.

9.3 Road Surfaces

The contractor will clean and keep all road surfaced free from all forms of debris, loose gravel and/or grass clippings, on a daily basis as per 10. below.

9.4 Drains

All drains must be cleaned on a weekly basis or as required within this scope.

10. REMOVAL OF DEBRIS

All areas will be blown or swept in order to remove landscape debris.

All tree trimmings, shrub trimmings and any other debris associated with landscape maintenance shall be removed from all DCL Common Areas at the end of each work day.

11. NURSERY AND PLANT REPLACEMENT

The contractor is required to construct a nursery and an inventory of types of plants that are available to be submitted to DCL. As part of the plant replacement program and recycling program, the nursery shall be the main source of plants for Denarau Island for the duration of the contract.

Where plants are not of suitable size, the Contractor shall purchase plants at its own cost.

12. REPORTING

A written report must be compiled and submitted to DCL on the last week of each Calendar month. The report is expected to cover the general categories and heading contained within this specification.

In addition to, the report shall cover in detail any of the following:

- i. Changes to the irrigation system;
- ii. Changes to work schedule;
- iii. Identification of any area/s that required attention during that month, including all declining and/or replaced;
- iv. Any areas that will require attention in the coming month/s and
- v. Any non-scheduled work, scheduled over the next month e.g. special trimmings etc.

13. OFFICE

The contractor will be required to provide/maintain an office of its own, including accommodation and maintenance facilities.

14. EQUIPMENT AND MACHINERY

14.1 Ownership of Equipment

The contractor shall provide its own equipment for the duration of the accepted period of contract.

14.2 Standard Materials and Quantities

The application of standard materials and quantities for the subject areas, required to maintain the landscape but not specifically mentioned herein or within the agreed contract, shall be deemed to be included within the monthly service fee.

14.3 Equipment Sharing

Where the contractor intends to acquire other landscape projects that use and/or share similar equipment used within this scope of works, the contractor must, either during the tender process or after whichever the case may be, clearly identify to DCL, the equipment and machinery shared with other clients of the contractor and the associated costs component shared.

14.4 Equipment Costing and Savings

Where the contractor secured other landscaping projects on Denarau Island and the contractor uses the same and/or some of the equipment, to the extent whereby cost savings is realized, the contractor must clearly identify the areas of costs savings to DCL and where practical, rebate any costs savings to DCL through a reduction in the overall annual contract price.

14.5 Financing

DCL will not under any circumstances, underwrite and/or make any advance payment to the contractor for financing or for whatever reasons.

15. OTHER DUTIES

15.1 Disaster Management and Recovery

The contractor shall and will be part of the Denarau Island, Disaster Management Committee. The following shall be part of the performance minima of the island's recovery program:

- ✓ The restoration of road access within 24 hours after a natural disaster;
- ✓ The removal of all debris within 1 calendar week, after a natural disaster and

- ✓ The replacement of all plants within 1 month, after a natural disaster.

15.2 Cleaning of DCL Waterways/ Storm water Drains

The contractor will ensure that all waterways are clear of debris through a quarterly cleaning program.

16. INSURANCE

The contractor shall maintain valid insurance policies, of which a Certificate of Insurance must be submitted to DCL as the commencement of the contract. The insurance policies shall include and must have the noted Sums Insured:

- Public Liability** – Sum Insured of FJ\$10,000,000 and
- Motor Vehicle** – Third Party Property Damage and Personal Injury FJ\$5,000,000

Both insurance policies shall note the interest of DCL as an Additional Insured.

Other services for non-periodic services caused by storm damage and vandalism which includes but not restricted to replacement of shrubs, trees, repair of irrigation systems, lighting and any other areas not covered as part of this scope, shall be borne under DCL and/or paid separately by DCL as a pre-agreed price.

In the event where the contractor is asked to replace any damages resulting from the above conditions, the contractor shall make all endeavors to provide no less than 3 price options to DCL, whose decision shall and will be final.

17. DUE DILIGENCE

The Confidentiality Non-Disclosure shall apply to submission of the detailed costs structure required within this tender.

18. COST STRUCTURE

The proponent will be required to provide a detailed cost breakdown within the Tender.

Any applicant who does not meet this requirement, may automatically be omitted.

19. SUSTAINABILITY

19.1 Composting

In support of DCL's Sustainability plans, the contract must submit a compost plan. DCL/Contractor shall take the responsibility of identifying/providing a suitable land to conduct this project; including liaising with other stakeholders on Denarau Island that are interested in contributing to the Green Waste project.

19.2 Use of Compost Materials

All compost materials shall be provided as part of a contract, including the cost of collecting any green waste and raw materials necessary to start and maintain the compost project.

19.3 Use of Coconuts (Green and Dried)

All green and matured coconuts collected during the de-nutting schedules, must be transported and stored as a DCL designated area. Collection of husks if not used, shall be part of this contract, but at the request of DCL.

20. INFORMATION REQUIRED

Tender Check List (Please Tick & Enter the page number of the Submission)

Item No.	Page No.	Tick
1. Company Profile (Including Director(s) Owner(s))	_____	_____
2. Certificate of Business Registration	_____	_____
3. Business License	_____	_____
4. Vat Registration	_____	_____
5. Tax Compliance Certificate	_____	_____
6. FNPf Registration Number	_____	_____
7. FNPf Compliance Certificate	_____	_____
8. Public Liability Insurance Cover	_____	_____
9. Motor Vehicle Insurance Cover	_____	_____
10. HSE Certification & Policies	_____	_____
11. Previous Work Experience/Customer Reference	_____	_____
12. Knowledge & Expertise and Qualification of Staff (Key Employee Profile. Curriculum Vitae etc.)	_____	_____
13. Cost Proposal	_____	_____
14. Description & Quality of Product/Service	_____	_____
15. Price Validity of Product/. Service	_____	_____
16. Warranty/Guarantee of Product/Service	_____	_____
17. Other Information Regarding this Tender	_____	_____

To be filled and accompanied with the Tender Proposal Documents

21. TENDER SUBMISSION

Submissions are to be received no later than 1400hrs 10th June, 2022, by hand delivery, courier or mail with envelope clearly marked:

C O N F I D E N T I A L

“TENDER – DCL LANDSCAPE MAINTENANCE SERVICE”

DENARAU CORPORATION PTE LIMITED

DENARAU CORPORATE OFFICE

DENARAU ISLAND

DCL Board of Directors decision to award the successful Landscape Maintenance contractor is final.