



TENDER:

AIR – CONDITIONING MAINTENANCE & SERVICES

FOR

TONGA POWER LIMITED

TENDER NO. 002 – 2024

Date: 15th November, 2024

1. Introduction

Tender for Tonga Power Limited: Air - Conditioning Maintenance & Services

Tonga Power Limited invites qualified and experienced contractors in Tongatapu areas to submit proposals for the provision of **air conditioning maintenance and related services** to all of TPL air conditioning system offices in different locations (refer to Fig1.1 for details). These tender aims to secure a reliable service provider to perform routine maintenance, inspections, repairs, and emergency services for the organization's air conditioning systems, ensuring a safe, comfortable, and energy-efficient environment for all facility occupants.

Our air conditioning infrastructure plays a critical role in maintaining ideal working conditions and preserving equipment within the facility. To ensure optimal functionality and longevity, Tonga Power Limited seeks a contractor with proven expertise in HVAC (Heating, Ventilation, and Air Conditioning) systems maintenance, along with a commitment to quality service delivery and regulatory compliance.

The successful bidder will be responsible for:

- Regular inspections and preventive maintenance,
- Cleaning, servicing, and repairs as necessary,
- Adherence to established safety standards and best practices,
- Efficient response to emergency service calls.

This tender document outlines the service requirements, technical specifications, eligibility criteria, and submission guidelines for prospective contractors. Interested parties are encouraged to carefully review this document and submit their bids in alignment with the specified requirements.

BIDDING FORM

The Bidder shall fill in this Form in accordance with the instructions indicated below. No alternations to its format shall be permitted and no substitutions shall be accepted.

Date:

Bid No. :

| |
|---|
| I. Bidder's Name: |
| 2. Bidder's year of registration: |
| 3. Bidder's Address: |
| 4. Bidder's Authorized Contact Person: Name: Address: Telephone/Fax No: Email Address: |

Form of Bid Declaration

The Bidder shall fill in this Form in accordance with the instructions indicated.

Date:

Bid No.:

To: Tonga Power Limited

We, the undersigned, declare that:

- a) We are truly authorized to execute this document on behalf of the bidder; and
- b) We have read and understand the Tender documents including, the conditions of the bid and contract agreement; and
- c) The bidder agrees to be bound by the terms and conditions of the bidding documents, including the Conditions of Bid and contract agreement; and
- d) The services which are the subject of this bid as follows;
 - Regular Maintenance to be carried out on air conditioning units installed at TPL’s offices at the following areas,
 - 1) TPL Head Office, Matatoua
 - 2) Distribution Office, Matatoua
 - 3) Popua Power Station, Anana and Renewable energy sites at Matatoua, Vaini and Niutoua.
- e) The contents of this bid as submitted by the bidder are true, accurate and correct in all respects; and
- f) We agree that in the event that the bidding is accepted the bidder will deemed to have entered into legally binding relationship with Tonga Power Limited for the provision of services in accordance with the contract agreement.

Name of the Bidder

Name of the person duly authorised to sign the bid on behalf of the Bidder

Title of the person signing the Bid
.....

Signature of the person names above
.....

Date signed day of

CONDITIONS OF BID

1. Tender Details

- **Tender Number:** 002 - 2024
- **Date of Issue:** 15th November, 2024
- **Submission Deadline:** 22nd November, 2024
- **Contact Details:** Sitiveni Nau, snau@tongapower.to
- **Summary of Air-Condition System**

Fig1.1 Table of Services

ITEMS OF EQUIPMENT COVERED BY THE MAINTENANCE

BUILDING NAME/LOCATION: **ANANAA POWER STATION**

| Name/location of Room | # of Acs | Sizes | Brand | Note |
|-----------------------|-----------|--------------|------------|--------------|
| Semisi Moala | 1 | 13 | Hitachi | |
| Breaker Room 1 | 2 | 24 | Hitachi | maumau Quote |
| | | 24 | Hitachi | maumau Quote |
| Breaker Room 2 | 1 | 24 | Sharp | |
| Breaker Room 3 | 1 | 24 | Hitachi | |
| Control Room | 1 | 24 | Blue Star | |
| Lani 'Ahokava Office | 1 | 24 | Sharp | |
| Store Room 1 | 1 | 12 | Sharp | |
| Store Room 2 | 1 | 24 | Sharp | |
| Solar Room 1 | 4 | RZQ140HAY4A | DAIKIN | |
| | | RZQ140HAY4A | DAIKIN | |
| | | RZQ140HAY4A | DAIKIN | |
| | | RZQ140HAY4A | DAIKIN | |
| Solar Room 2 | 3 | PCA-RP140KAQ | MITSUBISHI | |
| | | PCA-RP140KAQ | MITSUBISHI | |
| | | PCA-RP140KAQ | MITSUBISHI | |
| Total | 16 | | | |

BUILDING NAME/LOCATION: **TPL Distribution - Matatua**

| Name/location of Room | # of Acs | Sizes | Brand | Note |
|-----------------------|-----------|----------------|-----------|-----------|
| Reception | 1 | GMV-S0G/A3A-K | GREE | |
| Cashier | 1 | GMV-S0G/A3A-K | GREE | |
| FAULTS DIVISION | 1 | HW24CXYFA106 | Blue Star | |
| Distribution Room 1 | 1 | GMV-S0G/A3A-K | GREE | |
| Distribution 2 | 1 | GMV-45G/A3A-K | GRI:E | |
| Conference Room | 1 | GMV-50G/A3A-K | GREE | |
| Server Room | 1 | | | door lock |
| Planning Room 1 | 1 | GMV-N36/GA3A-K | GREE | |
| Planning Room 2 | 1 | GMV-N71G/A3A-K | GREE | |
| Meter Room | 1 | GMV-N71G/A3A-K | GREE | |
| Total | 10 | | | |

| Name/location of Room | # of Acs | Sizes | Brand | Note |
|-----------------------------|-----------|--------------|-----------|--------|
| Public Relations Office TWB | 1 | FTN2SJXVI | DAIKIN | |
| Studio | 1 | FTN25JXVI | DAIKIN | |
| Consultants Room | 1 | FTN2SJXVI | DAIKIN | |
| INFO TECH Office | 1 | FTN2SJXVI | DAIKIN | |
| ARCHIVE ROOM | 1 | FTNS0JXVI | DAIKIN | |
| HR Office TPL | 1 | FTN2SJXVI | DAIKIN | |
| HR Manager TPL | 1 | FTN2SJXVI | DAIKIN | |
| Risk&Compliance Manager TPL | 1 | FTN2SJXVI | DAIKIN | |
| Chief Executive Officer TPL | 1 | HW18CXYFA-06 | Blue Star | |
| Consultants TPL | 1 | FTN2SJXVI | DAIKIN | |
| CONFERENCE ROOM TPL | 1 | FTN60JXVI | DAIKIN | |
| Major Project Manager TPL | 1 | FTN3SJXVI | DAIKIN | |
| General Manager Tonga Gas | 1 | FTN3SJXVI | DAIKIN | |
| Finance Manager Tonga Gas | 1 | FTN35JXVI | DAIKIN | Remote |
| IT TPL | 1 | AH-A18SED | SHARP | |
| SERVER ROOM TPL | 1 | AH-A24SED | SHARP | |
| Board Room 1 TPL | 1 | FTN60JXVI | DAIKIN | |
| Board Room 2 TPL | 1 | FTN60JXVI | DAIKIN | mafana |
| Chief Executive Officer TWB | 1 | FTN35JXVI | DAIKIN | |
| D/CEO - Finance TWB | 1 | FTN60JXVI | DAIKIN | |
| D/CEO - Administration TWB | 1 | FTN2SJXVI | DAIKIN | |
| D/CEO - Engineering TWB | 1 | FTN2SJXVI | DAIKIN | |
| Chief Executive Officer TWB | 1 | FTN35JXVI | DAIKIN | |
| Finance Manager Room - TPL | 1 | | | |
| Accountant Room - TPL | 1 | | | |
| TPL | 12 | RR90DGXVI | DAIKIN | |
| RECEPTION | 5 | RRI00DGXVI | DAIKIN | |
| TWB | 7 | RR90DG V19 | DAIKIN | |
| Total | 49 | | | |

BUILDING NAME/LOCATION: Solar - Matatoua

| Name/location of Room | # of Acs | Sizes | Brand | Note |
|-----------------------|----------|-----------------|-------|------|
| Container 1 | 1 | KFR-3Sw/NhD01-3 | G E | |
| Container 2 | 1 | KFR-3Sw/NhD01-3 | GREE | |

BUILDING NAME/LOCATION: Solar - Vaini

| Name/location of Room | # of Acs | Sizes | Brand | Note |
|-----------------------|----------|--------------|--------|----------------|
| Fale Solar Vaini | 8 | RZQ125HAY 4A | DAIKIN | Only 1 working |

BUILDING NAME/LOCATION: Solar - Niutoua

| Name/location of Room | # of Acs | Sizes | Brand | Note |
|---|-----------|------------------|---------|------|
| Fale Solar Niutoua | 8 | RAV-SP1604AT8-AI | TOSHIBA | |
| Total (Solar - Vaini, Niutoua, Matatoua) | 18 | | | |

2. Scope of Work

The contractor shall provide all necessary services for the regular maintenance, repair, and upkeep of air-conditioning units. This includes:

1. Preventive Maintenance

- Routine inspections, cleaning, and servicing of units.
- Testing and adjustment of controls, lubrication, and cleaning of filters.
- Identification and repair of minor issues to prevent breakdowns.

2. Corrective Maintenance

- Repairing or replacing defective parts, components, or systems as needed.
- Responding to emergency calls for malfunctioning units.
- Ensuring all repairs meet industry and safety standards.

3. Performance Reporting

- Providing regular maintenance and repair reports, documenting services rendered and units' operational status.

4. Replacement & Installation (if applicable)

- Recommending replacements for units beyond repair or with frequent issues.
- Assisting in the installation of new units when necessary.

3. Eligibility Criteria

To qualify for this tender, contractors must:

1. Have a minimum of five (5) years experience in air-conditioning maintenance services.
2. Be registered with Tonga Labour & Commerce and have a valid licence of business.
3. Have qualified technical staff capable of maintaining commercial-grade air-conditioning units.
4. Provide references of at least 2 - 3 similar projects completed in the past 5 years

4. Submission Requirements

Bidders must complete the following requirement:

1. Complete Bidding & Declaration form.
2. A technical proposal outlining the approach to maintenance and service.
3. A financial proposal, detailing costs associated with each type of service.
4. Proof of qualifications, certifications, and experience.
5. A list of past clients and references.
6. Any other relevant information supporting the contractor's ability to meet the requirements.

5. Terms and Conditions

1. **Contract Duration:** The service agreement shall be valid for **3 years** with a possibility of renewal.
2. **Payment Terms:** Payments will be made **quarterly**, subject to satisfactory performance and submission of service reports.

3. **Response Time:** Contractor must provide emergency response within **1 hour**.

4. **Confidentiality:** All information related to this service must be treated as confidential.

5. **Compliance with Laws:** The contractor must comply with all applicable laws, regulations, and standards.

6. **Closing Time:**

- The period for the receipt of bids will run until 4pm of **22nd November, 2024**. (The deadline for bids submission).

7. **Requirement Valid Bid**

- In order to be valid, a bid must:
 - i) Include a duly completed BID FORM and a copy of the BID FORM.
 - ii) Include a duly completed BID Declaration Form and a copy of the BID DECLARATION FORM.
 - iii) Lodge of application in accordance to condition of Bid.

8. **Lodgement of Bids**

- i) MUST be enclosed in a sealed envelope marked “**APPLICATION**” addressed to CEO, Tonga Power Limited, Nukualofa, Tonga.
- ii) MUST be clearly labelled “Bid for Air-Conditioning Maintenance and Services”.

9. **Costs**

- i) The Bidders acknowledge and accepts that it bears all of its own costs and expense in preparation of the bid
- ii) TPL is not responsible for any cost may be incurred in the preparation of bid.

6. Evaluation Criteria

- All bids will be evaluated based on the following:
 2. **Resources** – Professional Labor and Materials Models
 3. **Technical Proposal** - Approach to maintenance, responsiveness, and service delivery plan.
 4. **Experience and References** - Track record in similar projects and client satisfaction.
 5. **Financial Proposal** - Cost-effectiveness and alignment with the budget.

7. Contact Information

For queries or additional information, please contact:

Sitiveni Nau

Finance Manager

snau@tongapower.to

Matatoa, Taufaaahau Rd, Tofoa, Nukualofa, Tongatapu,

Tonga Power Limited Main Office

Appendices

- 1. Tender Bidding and Declaration Form**
 - 2. Technical Specifications and Guidelines**
 - 3. Company Background and Mission Statement**
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Please ensure all submissions are addressed and lodged in to our main office at Matatoa or email to snau@tongapower.to by **the 22nd November, 2024**. Late or incomplete submissions will not be considered.