



TERMS OF REFERENCE - PRB GRASS CUTTING WORKS

Introduction

Public Rental Board was established in 1989 under the Housing (Amendment) Decree No. 12 of 1989. The Housing (Amendment) decree is part of the Housing Act of 1955. The Board was established to provide affordable rental flats to low income earners on a transitional basis without incurring a loss. Under section 34 of the Amendment Decree, the Board is principally required to operate on a non-commercial basis by inviting Government to make good the shortfall (where the assessed rental applicable to a tenancy represents a disproportionate percentage of earnings) by way of subsidy.

Public Rental Board's head office is located at 132 Grantham Road, Raiwaqa and with branches in Lautoka and Labasa.

The Board ensures that its estates and surroundings are clean and environmentally friendly by having grass cut on a monthly basis. Interested companies/individuals are invited to register their interests with the necessary requirements.

Tenders shall include but not limited to the following:

1. Companies/ individual profiles
2. Liability Insurance Cover
3. Company Registration & TIN Letter
4. Business License.
5. FRCA Compliance Certificate
6. Certificate of Exemption
7. Submit at least 3 referees from your previous contracts or occupation.
8. The contractor shall satisfactorily undertake the grass cutting and cleaning of the estate before the **10th day of every month** commencing immediately.

9. The contractor shall provide all the necessary equipment and tools for the satisfactory execution of the works.
10. The contractor shall ensure that the grass shall be cut to the maximum height of 10mm or less.
11. The contractor shall ensure after grass cutting to collect all grass hedges and any other rubbish and dispose it properly at a place to be selected by the board.
12. The contractor shall make good to all damages caused to the property during the course of undertaking the works.
13. The employer will pay the contractor the sum allocated as per contract and site.
14. Either party may determine the contract by giving 7 days' notice.
 - a. If the contractor fails to diligently undertake the works
 - b. If the Employer fails to diligently undertake the works
 - c. If either party is declared bankrupt.
 - d. If the site is in formal possession of a third party due to proposed development by the Board.
15. Payments shall be made within 5 days of receipt of the contractor's invoice certified by the coordinator Maintenance and Development.
16. The contractor shall be deemed to have obtained an insurance cover for his employees; the board will not be responsible for any liability or injury to any of the contractor's employees in the course of undertaking the grass cutting works.
17. The Maintenance/ Development Officers may order the contractor to undertake necessary works to improve the cleanliness of the estate.
18. Tender Prices to be submitted individually for each estate and clearly stated on your cover letter.
19. The Tender price should be valid for at least 2 months.

The contract will be for two (2) years and will be subject to renewal thereafter.

Site Reference

No.	Central	Address
1	Charles St Estate	Charles Street, Toorak, Suva
2	McFarlane Estate	MacFarlane Road, Raiwai, Suva

No.	Western	Address
1	Simla Estate	Kuata Street
2	Golf Link Estate	VM Pillay Road
3	Natokowaqa Estate	Hector Eyre Street

4	Natabua Estate	Fong Place
5	Vakatora Estate	Ganges Street
6	Namaka Estate	Vuniyayawa Road