



Office +679 310 0649  
Lot 6, Belo Street, Samabula  
Suva, Fiji

Production +679 885 0133  
Balaga Bay, Nukuloa  
Savusavu, Fiji

Web  
coconut.com.fj  
info@coconut.com.fj



# TERMS OF REFERENCE

## SERVICING MOTORS, PUMPS AND SWITCHBOARD

### BALAGA BAY, SAVUSAVU

---

## TABLE OF CONTENTS

	Page
1.0 Introduction	3
2.0 Purpose of Consultancy	3
3.0 Scope of Work	3
4.0 Time Schedule	4
5.0 Cost of the Project	4
6.0 Qualification and Expertise Required of the Consultant/Consultancy Firm	4
7.0 Assessment of Expression of Interest	4

## 1.0 Introduction

Fiji Coconut Millers PTE Limited is a government commercial company and the leading manufacturer, distributor and exporter of crude coconut oil, virgin coconut oil, coconut cooking oil and coconut meal in Fiji. With the growing capacity of the mill, FCML is upgrading its old boiler with a new unit in an effort to increase efficiency, enhance production and reduce costs. As part of annual servicing of Motors, Pumps and Switchboard FCML is looking for a suitable Electrical Firm/Licensed Electrician to carry out the annual servicing.

## 2.0 Purpose

The purpose of the Electrical Firm/Licensed Electrician is to:

- Carry out the servicing of Motors, Pumps and Annual Switchboard as per detailed scope of work.

## 3.0 Scope of Work

The main tasks of the Electrical Firm/Licensed Electrician will be as follows:

### Detailed Scope of Work Motors, Pumps and Switchboard

Item	Description	Qty
1	Inspect, service and repair of parts for (1.5KW - 4KW) conveyor motors	12
2	Inspect, service and repair of parts for (1.5KW and 2.2KW) elevator motors	4
3	Inspect, service and repair of parts for (1KW and 1.5 KW) oil seive motors	2
4	Inspect, service and repair of parts for(55KW) hammer mill motor	1
5	Inspect, service and repair of parts for (55KW) expeller motor	2
6	Inspect, service and repair of parts for (2x15KW, 1x7.5 KW) mark kettle motor	3
7	Inspect, service and repair of parts for (2x1.5HP) blower motor	2
8	Inspect, service and repair of parts for (7.5KW and 11KW) oil loading pump motors	2
10	Inspect, service and repair of parts for (4HP) 3 phase ceiling fan motors	3
11	Inspect, service and repair of parts for exhaust fan motors	4
12	Inspect, service and repair of parts for starter and panel for air compressor	2
13	Inspect, service and repair of parts for (4KW) raw oil filter pump motor	3
14	Inspect, service and repair of parts for (3x4KW, 1x22KW) oil transfer pump motors	4
15	Inspect, service and repair of parts for (2.2KW) water pump motors	3
16	Inspect, service and repair of parts for 75 HP spare motors	2
17	Check wirings, loose connections and rectify any faults for panels	3
18	Check wirings, contactors and secure loose connections and rectify any faults for main switch board	1
19	Check wirings, contactors, capacitors, secure loose connections and rectify any faults for power factor board	1

---

#### **4.0 Time Schedule**

The exercise shall be a period of 14 working days after signing the agreement. (Start and end date to be included at discussion)

#### **5.0 Cost of the Project**

The cost of this servicing will be negotiated between the parties upon acceptance of the tender.  
The contract price will be fixed regardless of extension of time for the deliverables.

6.0 The Company reserves the right to reject an applicant or the potential Electrical Firm/Licensed Electrician expression of interest if he/she does not meet the requirements under clause 7.0 below. This means that despite the cost maybe favorable or acceptable by the applicant, it will not necessarily be the deciding factor for the servicing exercise if the applicant fails to meet the requirement for expertise and qualification.

#### **7.0 Qualification and Expertise Required of the Electrical Firm/Licensed Electrician**

The Electrical Firm/Licensed Electrician shall have appropriate qualification in Electrical Engineering and at least 5 years' experience in conducting electrical works, clearly stated reference sites for works previously performed.

#### **8.0 Assessment of Tender**

The following guidelines will be used to assess the tender documents:

- Qualification of personnel involved in the project with updated CV
- License of Electrician/Firm
- Relevant individual/firm experience
- Other electrical work or project undertaken in the area of motors/pumps and switchboard servicing.
- Duration
- Cost of the assignment
- Public Liability insurance cover
- Technical expertise and Price Evaluation