



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR EXPRESSION OF
INTEREST (EOI)
NO.17/2025:**

**PROPOSED CONSULTANCY SERVICES FOR
ARCHITECTURAL DESIGN OF THE FRCS NADI
OFFICE COMPLEX**

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Advertisement

The following is the advertisement for Fiji Revenue and Customs Service as it originally appeared in the local media and should be used as the basis to submit your responses:

**FIJI REVENUE AND
CUSTOMS SERVICE**

Expression of Interest

No.17/2025: CONSULTANCY SERVICES FOR ARCHITECTURAL DESIGN OF THE PROPOSED FRCS NADI OFFICE COMPLEX

FRCS invites Expressions of Interest (EOI) from registered and experienced consultants or firms to provide professional services for the Proposed FRCS Nadi Office Complex situated in Nadi, specifically in Legalega, on lot 4 of SO 8654, which encompasses a total floor area of 4,670 square meters.

FRCS is seeking proposals from registered Architect firms to provide comprehensive Architectural services, encompassing the following scope of work:

- Architect to provide concept design, project planning and scheduling, cost management, risk & quality management, design development, regulatory compliances & approvals, structural engineering documentation, services engineering documentation, construction documentation, contract administration, construction supervision, monitoring & reporting, handover and project completion
- Submission requirements – The Architect is required to submit the following drawings:
 - A Concept Master Site Plan.
 - Conceptual Floor Plans.
 - Three-dimensional (3D) Exterior Views.
 - Three-dimensional (3D) Interior views.

EOI details and specifications can be accessed through FRCS website or can be requested on tenders@frcs.org.fj

Submissions should be submitted in a sealed envelope and clearly marked as **EOI 17/2025 – CONSULTANCY SERVICES FOR ARCHITECTURAL DESIGN OF THE PROPOSED FRCS NADI OFFICE COMPLEX** and should be addressed to:

**The Chairman
FRCS Tender
Board
Fiji Revenue and Customs Service
Private Mail Bag
Suva, Fiji**

OR dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji **no later than 12 pm FJT on Friday 5th September 2025.**

For any further inquiries or particulars, please contact **Mr. Colin Alfred** at 3243104/9983666 or via email at calfred001@frcs.org.fj. Alternatively, you can reach out to **Peceli Waqavatu** at 3243119 or via email pwaqavatu001@frcs.org.fj.

FRCS reserves the right to accept or reject any submissions at its discretion and this EOI does not constitute a contract or offer and is intended solely for the purposes of soliciting interests

**For more information,**
please call us on our toll-free no. 1326
3243000 or email: info@frcs.org.fj

Follow us on:

www.frcs.org.fj

Section 1 – Invitation to Tender

EOI No. 17/2025 Consultancy Services for Architectural Design of the Proposed FRCS Nadi Office Complex

1. Fiji Revenue and Customs Service (FRCS), invites written signed tenders from eligible bidders for the given subject.
2. The following attachments form part of the Bidding Documents:
 - Section 1 – Letter of Invitation
 - Section 2 – General Terms and Conditions
 - Section 3 – Bid Data Sheet (BDS)
 - Section 4 – Schedule of Returnable Forms
 - Schedule A: Declaration by Bidder – Conformity
 - Schedule B: Bidder Information
 - Schedule C: Project Commitment, Experience & Referees
 - Schedule D: Key Personnel
 - Schedule E: Works Programme and Project Methodology
 - Schedule F: Declaration by Bidder – Price
 - Schedule G: Scope of Works
 - Schedule H: Payment Schedule
 - Annexure – Drawings
3. Competitive bidding will be conducted under FRCS procurement procedures and guidelines and is open to all eligible companies.
4. Interested bidders can access the EOI specifications from the FRCS website page: <https://www.frcs.org.fj/tenders/> at no cost. All documents are in the English language.
5. It is the bidder's responsibility to ensure that the submission is dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, before the specified closing time.
6. Bidders are required to submit compliance certificates/letters from FNPF, FRCS & FNU, as part of their bids. Failure to comply with the requirements of the Bidding Documents may invalidate your submission.
7. Bidders seeking further clarification/information on the EOI and/or the process should contact via email on tenders@frcs.org.fj
8. Bid responses must be hand delivered before **12pm FJT on Friday 5th September 2025**.
9. Late tenders will not be accepted.
10. The lowest or any EOI may not necessarily be accepted.
11. FRCS reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Tenderer or Tenderers.

Section 2 – General Terms and Conditions

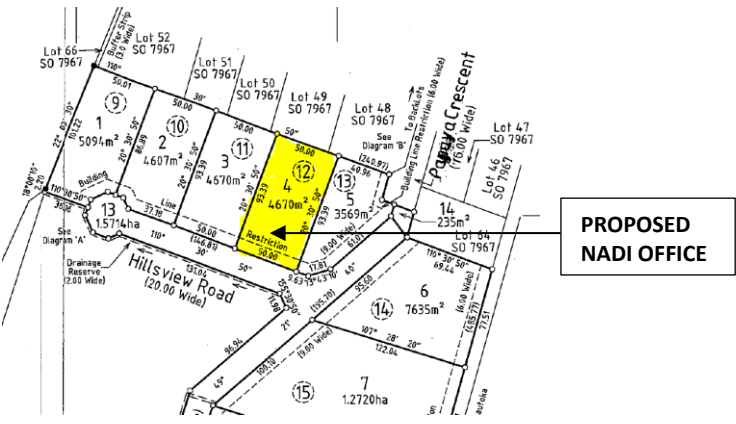
The following General Terms and Conditions will apply.

1.1 Format of Response	Each bidder must provide a formal letter of transmittal that must: - Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization. - Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the proposal, including their expected roles in negotiations; and - Provide a contact name, address, landline number and email address which FRCS will use in serving notices to the bidder.
1.2 Late Submissions	Submissions received within five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.
1.3 Applicants to Inform Themselves	Each applicant should: - Examine this specifications document; and any documents referred to within; and any other information made available by FRCS to the applicants. - Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries. - Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete. By submitting their proposal, applicants will be deemed to have: - Examined the EOI specifications and any other information made available in writing by FRCS to the applicants. - Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.
1.4 Bidder's Risk	FRCS accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the EOI or any participation in the tender process.
1.5 Selection of Preferred Applicant	- No proposal will necessarily be selected by FRCS as the preferred solution/s. The FRCS Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FRCS reserves the right to cancel this tender and pursue an alternative course of action at any time. - Selection of Preferred Applicant will not be acceptance of the proposal and no binding relationship will exist between the preferred applicant(s) and FRCS until a written agreement acceptable by FRCS is executed by an authorized officer of FRCS and the successful applicant(s).

1.6 Conduct of Applicants	Conduct of Applicants or any of their consortium members, may affect the outcome of their tender responses, including non-consideration of the proposal. Applicants warrant to FRCS that they (and their consortium members) have not and will not engage in any of the following activities in relation to this tender process: - Lobbying of or discussions with any politician or political groups during this tender process. - Attempts to contact or discuss the tender process with officers, any member or staff or contractor currently working in FRCS or any agent of this Department, Exception to Evaluation Committee members. - Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel. - Accepting or providing secret commissions. - Seeking to influence any decisions of FRCS by an improper means; or otherwise acting in bad faith, fraudulently or improperly.
1.7 Currency	All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.
1.8 Corporate Information	Each applicant must provide the following information: - Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration); - Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company. - A full description of the current operations of the company including the most recent audited financial statement or bank guarantee letter stating companies financial stability. - A copy of the company's Certificate of Incorporation. - Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding. - Provision of details of any legal proceedings that are being done against the company.
1.9 Qualifications and Capability	Each Applicant must: - Be FNPF, FRCS, FNU & VAT compliant (letters to be attached). Tax Identification Number (TIN) must be quoted in the submission. - Be able to demonstrate that it will be able to meet its financial obligations under this EOI. - The bidder has to have direct partnership with the supplier

	(Partner Certificate to be included with proposal) and must be an authorized reseller, distributor and service center.
1.10 Mergers, Acquisitions, Sales of Applicant	Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.
1.11 Enquiries	• All questions and enquiries regarding this EOI are to be made in writing via email or official letter. • All questions and inquiries will be responded to in writing by email. • Verbal responses will not have any binding on either party.
1.12 Confidentiality	• All Companies shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of FRCS in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. • Any effort by a Bidder to influence the FRCS in its decisions on Tender evaluation, Tender comparison, or Contract Award may result in the rejection of the Tenderer's Bid.
1.13 Price Bid	The Price(s) should include all non-exempt duties, taxes, and other levies payable by the Tenderer under the contract/purchase order and must be as per the Price Schedule/Bid Form provided.
1.14 Bid Validity Period	The bid shall remain valid for 90 calendar days after the deadline of the receipt of the bids.
1.15 Notification of Award	FRCS will notify the successful Bidder in writing prior to the expiration of the period of Bid Validity. FRCS may sign a contract with the successful Tenderer and issue a Purchase Order for a set duration.
1.16 Extension of Validity Period	• In exceptional circumstances, prior to the expiration of the proposal validity period, FRCS may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal. • If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change to the original Proposal. • The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.

Section 3 – Bid Data Sheet

BDS No.	Description	Instruction
1.	Recommended Pre-Bid Site Meeting	Date: Tuesday 19th August 2025 Time: 11am – 12pm Venue: Hillview Road, lot 4, Legalega, Nadi  Contact Person: Mr. Colin Alfred Designation: Manager Facilities and Projects, Finance Contact Details: (T) 679 324 3104 (M) 998 3666 (E) calfred001@frcs.org.fj
2.	Condition of EOI	Fixed Lump Sum
3.	Contract Form	The provisions of the Contract Template are only indicative of the terms and conditions that the parties may ultimately agree to enter and will become binding on the parties after the EOI has been awarded and upon finalization and execution of the contract.
4.	Mandatory Supplementary Documents	• Company Profile including Organization Structure • Key Resources (staff & equipment) • Professional Indemnity (PI) Cover • Member of Fiji Association of Architects • Valid Business License and Registration Certificate • FRCS Tax Compliance Letter • FNPf Compliance Letter • FNU Levy Certificate • OHS Compliance Certification • 3 minimum written Clients Reference with contact details • 3 minimum Past Project Experience of Similar Value and

		Nature • Work Program in Gantt Chart format • Safe Work Method Statement (SWMS) considering office operations
5.	Mandatory – Pre-bid	Bidders are requested to attend the Prebid to familiarize themselves with the project
6.	Public Liability Cover	FJD 1,000,000.00
7.	Liquidated Damages (LD)	FJD 2,500.00 per Calendar Day
8.	Deadline / Submission	Date: Friday 5th September 2025 Time: 12pm FJT Mode: Submission to be dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva. Tender to be in a sealed envelope and clearly marked as “EOI No. 17/2025 – Consultancy Services for Architectural Design of the Proposed FRCS Nadi Complex”.

Section 4 – Schedule of Returnable Forms

Schedule A: Declaration by Bidder – Conformity

Tender Reference:	EOI No. 17/2025
Tender Title:	Consultancy Services for Architectural Design of the Proposed FRCS Nadi Office Complex

1. We, confirm to have examined the Tender Documents, attended the Pre-Bid Site Meeting (if any) and hereby acknowledged any addendums thereof, offer to supply the goods, services or works set out in the ITT, the Specifications, Drawings and accompanying documents for the price(s) specified in the Price Schedule.
2. Declare that we have read and clearly understood all Sections of this ITT , including the GTC & TOR, if required we will sign and return any section of ITT to form part of the Contract Document.
3. We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:
 - a. have no conflict of interest, is not under procurement prohibition by the FRCS or been suspended, debarred, sanctioned or otherwise identified as ineligible;
 - b. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
 - c. Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the FRCS or any other party, and to conduct business in a manner that averts any financial, operational, reputational, or other undue risk to FRCS.
4. We declare that all the information and statements made in this Proposal are true and we accept not to deviate, unless the Scope of Work will change by the FRCS;
5. Agree that the FRCS has the right to deduct the full Bid Security Sum (if any) in case of any breach to the terms of conditions of the ITT or in case where we decided to reject the offer by the FRCS after the Letter of Award has been issued by the FRCS;
6. I understand that the FRCS reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as FRCS may decide. FRCS is not bound to accept the lowest or any tender.
7. Confirm that our submission shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

I, the undersigned, certify that I am duly authorized to sign this Proposal and bind it should FRCS accept this Proposal.

Authorized Representative Signature : _____
Authorized Representative Name : _____
Designation : _____
Company Name : _____
Date : _____

[Bidders official stamp/seal]

Schedule B: Bidder Information

Bidder Registered Name	[Complete]
Legal Address	Street Address: [Complete] Postal Address: [Complete] Office Number: [Complete] Website (if any): [Complete]
Year of Registration	[Complete]
List of Director(s)/Shareholder(s)	[Complete]
Bidder's Authorized Representative	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of Operation	[Complete]
No. of full-time Employees	[Complete]
No. of Technical Employees	[Complete]
No. of Field Employees	[Complete]
Contact person FRCS may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Attach the following documents:	• Company Profile, <u>not</u> exceeding fifteen (15) pages with Organization Structure, Director(s), specialization, expertise, and resources; • Project Profile, list of past experiences in similar nature and capacity with contact details; • Certificate of Incorporation/ Business Registration; • Professional Indemnity (PI) Cover Certificate; • Member of Fiji Association of Architects Certificate; • Valid Tax Compliance Certificate issued by FRCS; • Certificate of Tax Registration and Exemption (if any); • Valid FNPf Compliance Certificate; • Valid FNU Levy Compliance Certificate; • Copies of the financial statement (balance sheets, including all related notes, and income statements) for atleast recent 3 years prepared by a qualified Accountant professional; • Work Programme – submit tentative program in Gantt chart, indicating key trade and milestone timelines; • Project Methodology - detailing all activities from award till project completion.

Schedule C: Project Commitment, Experience & Referees

C.1 – On-Going Projects

List down Projects currently in Progress in the table below.

Client Name	Project Name & Location	Contract Value	% Progress & Approximate Completion time	Types of activities being undertaken

☐ Bidders may also attach additional information with the submission.

C.2 – Past Project Experience

List down Past Project Experience in the table below of similar scope & capacity to this tender.

Client Name	Project Name & Location	Contract Value	Year of Completion	Types of activities undertaken

☐ Bidders may also attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more, with the submission.

C.3 – Project Cliental Referees

List down atleast 3 Cliental Referee details in the table below.

Name of Referee	Project Name & Location	Reference Contact Details	Contract Value	Types of activities undertaken
1.				
2.				
3.				

☐ Bidders may also attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more, with the submission.

Schedule D: Key Personnel

List the key staff personnel that will be engaged for this project.

Name	Current Position	Experience	Qualification	Role for this Project and % Contribution
				Architect/Consultant % - [Complete]
				Project Manager % - [Complete]
				Senior Architectural Technician % - [Complete]
				Junior Architectural Technician % - [Complete]

☐ Bidders to attach resume of nominated key staff personnel required for the project as assigned above.

Schedule E: Works Programme and Project Methodology

Bidder must attach;

- Tentative works programme using Gantt chart, indicating key trade and milestone timelines.
- Methodology Statement detailing all activities from planning, developing, and controlling a project from start to finish, ensuring efficient resource allocation, risk management, and successful completion within established parameters.

Tentative Works Duration: _____

Schedule F: Declaration by Bidder – Price

Tender Reference:	EOI No. 17/2025
Tender Title:	Consultancy Services for Architectural Design of the Proposed FRCS Nadi Office Complex

We, the undersigned, submit our Price for the above project in accordance with the Specification prepared by FRCS.

The whole of the works shall be completed and carried out to the entire satisfaction of FRCS for the sum of [Insert amount in words and figures (VIP)].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet. We understand you are not bound to accept any Proposal you receive.

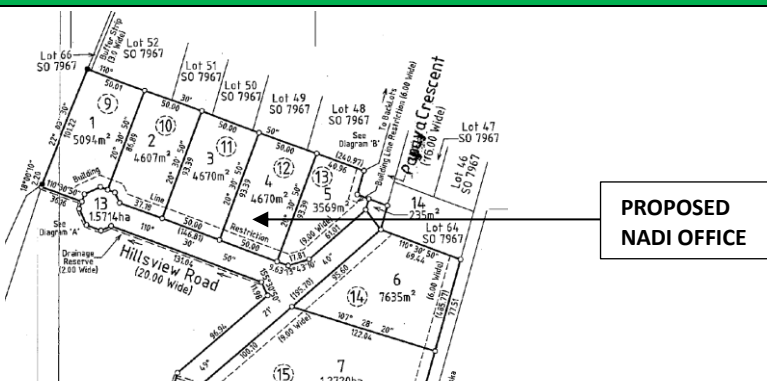
I, the undersigned, certify that I am duly authorized to sign this Proposal and bind it should FRCS accept this Proposal.

Authorized Representative Signature : _____
Authorized Representative Name : _____
Designation : _____
Company Name : _____
Date : _____



[Bidders official stamp/seal]

Schedule G: Scope of Works

ITEM No.	TRADE DESCRIPTION
	PROJECT BACKGROUND The Fiji Revenue and Customs Services (FRCS) occupies a land area of approximately 4,670 square meters located at Lot 4, Hillview Road, Legalega, Nadi. This proposed development represents a contemporary office building that employs a steel structural framework in conjunction with a glass façade system. This design methodology has been selected to achieve a harmonious balance between structural efficiency, aesthetic appeal, and sustainability. The utilization of a steel structure offers a high strength-to-weight ratio, facilitating the creation of expansive, column-free interior spaces that are conducive to flexible office configurations. Additionally, steel construction permits expedited assembly, enhanced quality control through prefabrication, and long-term durability with minimal maintenance requirements. The New Nadi Office Complex is poised to play a significant role in Fiji by providing decentralized access to essential services, enhancing revenue through compliance measures, facilitating trade, and bolstering border security. Furthermore, it aims to build institutional capacity, contribute to national economic reforms, and strengthen Fiji's trade competitiveness.
	PROJECT LOCATION 
	PROJECT DURATION The Proposed Project is expected to last for a period of two (2) years. Timeline is subject for review.
	SCOPE The Fiji Revenue and Customs Services (FRCS) invites registered and experienced firm to submit an Expression of Interest (EOI) that can provide services for Architectural Design of the Proposed FRCS Nadi Office Complex located at Legalega (part of) being lot 4 on SO 8654 with a land area of 4,670m². The proposed Nadi Office Complex is intended to accommodate at least up to 200 personnel from the FRCS. The architectural design envisions a multi-story building

	that will feature the below mentioned; 1. FRCS Office Space 2. Vacant Office Spaces to let 3. Cafeteria 4. Wellness Centre 5. Training Rooms 6. Staff Accommodations 7. Fencing & Parking Facilities 8. Services Area (plant room, back-up generator, back-up water supply, electrical room, telecommunication room and transformer room, lifts, etc.)
1.0	ARCHITECTURAL SERVICES
	A. Architectural Services 1.1 Conceptual Design & Project Planning 1.5.1 Project planning and scheduling. 1.5.1.1 Develop a project execution plan (PEP) and provide timelines. 1.5.1.2 Provide resource allocation and phasing. 1.5.2 Cost management. 1.5.2.1 Budget preparation and cost control. 1.5.2.2 Value engineering and procurement support. 1.5.3 Site Analysis and context evaluation 1.5.3.1 Conduct a topography survey plan by engaging a land surveyor to provide contours and existing site conditions. 1.5.3.2 Coordination with Airports Fiji Limited (AFL), Civil Aviation Authority of Fiji (CAAF) and Nadi Town Council (NTC). 1.5.3.3 Provide Environment Impact Assessment (EIA) and Traffic Impact Assessment if required (TIA) 1.5.3.4 Coordination with Water Authority of Fiji (WAF), Energy Fiji Ltd (EFL) and Telecommunication Fiji Ltd (TFL) for existing services onsite. 1.5.3.5 Provide Environmental Management Plan if required (EMP) 1.5.4 Functional space planning 1.5.5 Preparation of concept and schematic designs 1.5.5.1 Provide preliminary master site plan, floor plans, elevations, and sections. 1.5.5.2 Provide basic 3D models and renders on interior and exterior perspectives. 1.5.5.3 Provide site plan and landscape concepts. 1.5.5.4 Provide early structural and MEP (mechanical, electrical, plumbing). 1.5.5.5 Provide preliminary costs estimate and zoning/code compliance review. 1.5.5.6 Provide provision for lifts services if required. 1.2 Design Development 1.2.1 Detailed architectural drawings and 3D modelling

	1.2.1.1 Provide full detail architectural drawings with Interior/Exterior Image & Video walk-through. 1.2.2 Coordination with structural engineers, services engineers, and specialist consultants. 1.2.3 Architect to prepare the Tender Documents and conduct evaluation for the engagement of the Structural Engineer and Services Engineer in line with FRCS policy and procedures. 1.2.4 Architect to prepare the Tender Documents and conduct evaluation for the engagement of Contractor to execute the Proposed FRCS Office Complex in line with FRCS policy and procedures. 1.2.5 Architect to ensure all aspects of the Project are detailed in the Tender documents to mitigate risks of variation and setbacks during the project. 1.3 Regulatory Compliance & Approvals 1.3.1 Preparation of documentation for planning approval. 1.3.2 Coordination with local authorities and governing bodies for permits and approvals as mentioned below for Architectural, Structural and Building Services; 1.3.2.1 Civil Aviation Authority of Fiji (CAAF)/Airports Fiji Ltd (AFL) 1.3.2.2 Energy Fiji Ltd (EFL) 1.3.2.3 Water Authority of Fiji (WAF) 1.3.2.4 Telecommunication of Fiji Ltd (TFL) 1.3.2.5 Fiji Roads Authority of Fiji (FRA) 1.3.2.6 National Fire Authority (NFA) 1.3.2.7 Organizational Health and Safety (OHS) 1.3.2.8 Nadi Town Council (NTC) 1.4 Construction Documentation 1.4.1 Detailed working drawings. 1.4.1.1 Submit Architectural detailed drawings 1.4.1.2 Submit Structural detailed drawings 1.4.1.3 Submit Building Services detailed drawings – Mechanical, Electrical, Fire Protection, Hydraulics, Security (CCTV), Data/Telecommunications, etc. 1.4.1.4 Civil Drawings - Site plans – Site grading, drainage, roadways, landscaping, utilities, and site features. Drainage and Sewer Plans – Stormwater and wastewater management details. 1.4.1.5 Material specifications and technical schedules. 1.4.1.6 Submit a completion report with all finalized design and layout drawings in Hard copy, Hard Drive and DWG Files (Latest CAD Version). All drawings to be on a readable scale in an A3/A2 Layout. 1.5 Construction Supervision 1.5.1 Review of shop drawings and site queries. 1.5.2 Site visits and inspection reports during construction phase.
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	1.5.3 Managing consultants and contractor performance against the contract program and method statement. 1.5.4 Ensuring design compliance. 1.5.4.1 Monitor and oversee the site mobilization and the construction process – architects to regularly visit the site to make sure the construction is in line with the approved plans, drawings, specifications, timeline, and budget. 1.5.4.2 Review the progress report (certificate) and certify monthly progress payments. 1.5.4.3 Prepare fortnightly/monthly project report for submission to FRCS, which must include, but not limited to; the Contractor’s Report, Contractual Claims, Cost Variation and/or Extension of Time Report, Progress Payment Certificate and Engineering/Services Firm Progress Report. 1.5.4.4 Prepare the Project Charter, project plan, scope statement, work breakdown structure, schedules and timelines, risk management plans, status reports and meeting minutes. 1.5.4.5 Facilitate and monitor the issue of Works Completion Lists and the Certificate of Work Completion, after certified payments for the Works are carried out against the relevant checklist along with the issue of Interim Payment Certificates and Final Payment Certificate, as per contract. 1.5.4.6 Review materials and techniques – ensure that the materials used are correct quality and meet the standards specified in the design documents. 1.5.4.7 Check for deviations – if any changes are made to the design during construction, the architect ensures these changes are properly documented and, if necessary re-approved. 1.5.5 Coordination and Communication 1.5.5.1 Coordinate between parties – Architect to act as a bridge between the client, contractors, and other stakeholders, ensuring smooth communication and collaboration. 1.5.5.2 Resolve conflicts – address any on-site issues that arise, whether related to design discrepancies, schedule delays, or quality concerns, and propose solutions. 1.5.5.3 Regular updates – architect to provide regular updates to the client regarding the progress, any issues or delays, and how the project is progressing relative to the budget. 1.5.6 Ensuring Quality Control 1.5.6.1 Material Inspections – architect to verify that the materials used are of the correct type, quality, and quantity as specified in the design. 1.5.6.2 Workmanship Quality – architect to assess the workmanship and ensure that construction practices meet the standards outlined in the design and local building codes. 1.5.7 Ensuring Compliance with Code and Regulations 1.5.7.1 Code compliance – architects ensure that the construction complies with local building codes, safety standards, environmental regulations, and zoning laws.
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	1.5.7.2 Permits and Approvals – Architect to assist in obtaining or coordination required permits or inspections from local authorities during construction. 1.6 Handover and Project Completion 1.6.1 Final inspections and walkthroughs 1.6.1.1 Architect to conduct thorough inspections of the building to check that all work has been completed according to the contract documents, drawings, and specifications. 1.6.1.2 Identify any incomplete or defective work and prepare a punch list and ensure that all identified issues are addressed and fully rectified in a timely manner. 1.6.1.3 Architect to make sure that all equipment and building services are tested and commissioned with approved data sheets. 1.6.2 Verification of Compliance 1.6.2.1 Architect to confirm if the building complies with local building codes, safety regulations, and any other legal requirements. 1.6.2.2 Ensure all required inspections and approvals from authorities (fire, health, structural, etc.) have been obtained. 1.6.3 Documentation and Certification 1.6.3.1 Review and finalize all project documentation including as-built drawings, design documentation, operation and maintenance manuals, warranties, and compliance certificates for EFL, OHS, NFA, NTC, etc. 1.6.3.2 Manage, coordinate and expedite the preparation and agreement of the final account with the contractor. 1.6.3.3 Issue Certificate of Practical Completion to FRCS for occupancy. 1.6.3.4 Architect shall co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period. 1.6.3.5 Architect shall co-ordinate, monitor and review the issuance of the Final Completion Defects list and Certificate of Final Completion. 1.6.3.6 Architect shall prepare and present the Project Closure Report with all necessary approvals.
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Schedule H: Payment Schedule

CONSULTANCY SERVICES FOR ARCHITECTURAL DESIGN OF THE PROPOSED FRCS NADI OFFICE COMPLEX				
Item #	Description	RATE	QTY	AMOUNT
1.0	Architectural Services			
1.1	Conceptual Design & Planning		1	
1.2	Design Development		1	
1.3	Regulatory Compliance & Approvals		1	
1.4	Construction Documentation		1	
1.5	Construction Supervision		1	
1.6	Handover & Project Completion		1	
Sub Total VEP				
VAT				
GRAND TOTAL VIP				

ANNEXURE (SITE PLAN)