



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR REQUEST FOR TENDER
(RFT)
NO.23/2026:**

**FRCS CONTAINER EXAMINATION FACILITY
– GEOTECHNICAL INVESTIGATION**

Contents

Advertisement	3
Section 1 – Invitation to Tender	4
Section 2 – General Terms and Conditions.....	5
Section 3 – Bid Data Sheet.....	8
Section 4 – Schedule of Returnable Forms.....	10
Schedule A: Declaration by Bidder – Conformity	10
Schedule B: Bidder Information	11
Schedule C: Project Commitment, Experience & Referees	12
Schedule D: Key Personnel	13
Schedule E: Declaration by Bidder – Price	14
Schedule F: Scope of Works and Payment Schedule	15
Phase 1 – Desktop Study & Planning	15
Phase 2 – Site Investigation	15
Phase 3 – Laboratory Testing	15
Phase 4 – Geotechnical Analysis & Assessment	16
Phase 5 – Design Recommendations	16
Phase 6 – Geotechnical Reporting	16
Phase 7 – Tender & Design Support (Provisional)	17
Phase 8 – Construction Phase Services (Provisional)	17
Deliverables	17

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**

TENDER

**RFT NO. 23/2026 – FRCS CONTAINER EXAMINATION
FACILITY – GEOTECHNICAL INVESTIGATION**

FRCS invites tenders from suitably qualified and experienced individuals and companies to undertake geotechnical investigation works for the FRCS Container Examination Facility.

Interested bidders must demonstrate relevant experience in delivering geotechnical services and comply with all applicable business, regulatory, and statutory requirements.

Interested bidders can access the Terms of Reference from the FRCS website: <https://www.frcs.org.fj/tenders/> or for further information, please email on tenders@frcs.org.fj

Submission must be enclosed in a sealed envelope, clearly marked with **"RFT NO. 23/2026 – FRCS CONTAINER EXAMINATION FACILITY – GEOTECHNICAL INVESTIGATION"**, and addressed to:

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

Or it should 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, Fiji **no later than 12 pm FJT on Friday 03rd July 2026.**

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

Section 1 – Invitation to Tender

RFT NO. 23/2026 – FRCS CONTAINER EXAMINATION FACILITY – GEOTECHNICAL INVESTIGATION

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
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 RFT specifications from the FRCS website page: <https://www.frscs.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 RFT and/or the process should contact via email on tenders@frscs.org.fj
8. Bid responses must be hand delivered before **12pm FJT on Friday 03rd July 2026**.
9. Late tenders will not be accepted.
10. The lowest or any RFT 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 RFT 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 RFT 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 Fijian 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. - Fiji Institution of Engineers Membership Certificate - Be able to demonstrate that it will be able to meet its financial obligations under this RFT.

	d. 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 RFT 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.	Mandatory Pre-Bid Site Inspection	Date: 25th June 2026 Time: 11.00am Venue: 84 Harris Road, Suva  Contact Person: Mr. Matthew Whitwell Designation: Project Manager – Container Examination Facility Contact Details: (T) 679 324 3104 (M) 974 9529 (E) mwhitwell@frcs.org.fj 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 RFT	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 RFT 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 (Business and all Directors) • 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 Inspection	Bidders are requested to inspect the site before bid submission
6.	Public Liability Cover	FJD 1,000,000.00
7.	Deadline / Submission	Date: Friday 03rd July 2026 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 “<i>RFT NO. 23/2026 – FRCS CONTAINER EXAMINATION FACILITY – GEOTECHNICAL INVESTIGATION</i>”.

Section 4 – Schedule of Returnable Forms

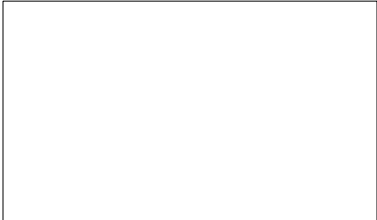
Schedule A: Declaration by Bidder – Conformity

Tender Reference:	RFT NO. 23/2026
Tender Title:	FRCS CONTAINER EXAMINATION FACILITY – GEOTECHNICAL INVESTIGATION

1. We, confirm to have examined the RFT 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 RFT, 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 RFT, including the TOR, if required we will sign and return any section of RFT 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 RFT 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 (Business and All Directors); • Certificate of Tax Registration and Exemption (if any); • Valid FNPf Compliance Certificate; • Valid FNU Levy Compliance Certificate; • Fiji Institution of Engineers Membership Certificate • Copies of the financial statement (balance sheets, including all related notes, and income statements) for at least 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 at least 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.

All listed personnel may be employees or subconsultants of the Engineering Firm; however, **full responsibility for their performance and outputs remains solely with the Engineering Firm**. Key Experts shall not be substituted without the Client's prior written approval.

Name	Current Position	Experience	Qualification	Role for this Project and % Contribution

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

Schedule E: Declaration by Bidder – Price

Tender Reference:	RFT No. 23/2026
Tender Title:	FRCS CONTAINER EXAMINATION FACILITY – GEOTECHNICAL INVESTIGATION

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 F: Scope of Works and Payment Schedule

Description	Sub-Total
Phase 1 – Desktop Study & Planning • Review available project information including: ○ Site location plans and proposed development layout ○ Previous geotechnical reports (if any) ○ Geological and geohazard mapping ○ Historical land use and aerial imagery • Identify potential geotechnical risks and constraints. • Develop a geotechnical investigation plan including: ○ Proposed investigation locations, depths, and methods <i>Note: Geotechnical investigations will need to be agreed by the Client as localized demolition of the slab-on-grade may be required and will need to be coordinated with the lessee of the car park.</i> ○ Anticipated laboratory testing program • Liaise with the Client to confirm scope and access requirements.	
Phase 2 – Site Investigation Carry out field investigations to confirm and characterize subsurface conditions, including but not limited to: • Drilling of boreholes and/or excavation of test pits. • Cone Penetration Tests (CPTs), where required. • Standard Penetration Tests (SPTs), where applicable. • Logging of soil and rock strata in accordance with relevant standards. • Groundwater level observations and monitoring. • Sampling of disturbed and undisturbed materials • Identification of variable ground conditions and geotechnical hazards. The extent of investigation shall be sufficient to support the proposed development and applicable design standards.	
Phase 3 – Laboratory Testing	

• Perform laboratory testing on recovered samples to determine engineering properties, including but not limited to: ○ Moisture content and density ○ Particle size distribution ○ Atterberg limits ○ Shear strength parameters ○ Consolidation and compressibility ○ CBR or resilient modulus (where applicable) • Adjust testing program based on field conditions and preliminary findings.	
Phase 4 – Geotechnical Analysis & Assessment • Interpret field and laboratory data to establish: ○ Subsurface stratigraphy and variability. ○ Groundwater regime and seasonal considerations. • Undertake geotechnical analyses including: ○ Foundation bearing capacity and settlement. ○ Slope stability. ○ Excavation conditions and support requirements. ○ Earthworks and fill suitability ○ Pavement subgrade assessment. ○ Seismic site classification. ○ Soil permeability.	
Phase 5 – Design Recommendations Provide geotechnical design inputs and recommendations, including: • Suitable foundation systems and design parameters. • Allowable bearing pressures and settlement criteria. • Ground improvement or mitigation measures (if required). • Excavation, shoring, and dewatering guidance. • Earthworks specifications and compaction requirements. • Construction risks, constraints, and assumptions.	
Phase 6 – Geotechnical Reporting Prepare and submit a Geotechnical Investigation Report including: • Description of investigation scope and methodology • Borehole and test pit logs	

• Laboratory testing results • Engineering analyses and assumptions • Clear, practical recommendations for design and construction • Limitations, exclusions, and reliance conditions	
Phase 7 – Tender & Design Support (Provisional) • Respond to tender queries relating to geotechnical conditions. • Provide clarifications to the design team during detailed design. • Attend meetings as required	
Phase 8 – Construction Phase Services (Provisional) • Site inspections and geotechnical verification • Earthworks and compaction testing • Foundation excavation reviews • Advice on unexpected ground conditions • Compliance reporting and certification, if required	
Deliverables • Geotechnical Investigation Report (PDF and editable format) • Borehole location plans • Field logs and laboratory test results • Summary of geotechnical design parameters	

Schedule G: Site Location

The proposed FRCS Container Examination Facility is located at 84 Harris Road, Suva being I SEC 82 (PT OF) formerly (PT OF) Lot 1-5 & Lot 11- (PT OF) Lot 16 S 969 with a land area of 2,745m². The physical location is portrayed on the locality plan below:



Figure 1 - Site Location

The proposed site contains the former Immigration Office building, which is now redundant and unoccupied. The site also includes a covered carport structure and an existing concrete slab-on-grade. The site is currently being used as a temporary car park under lease by the Fiji Revenue and Customs Service (FRCS).

All structures on site will be demolished to allow for the construction of the Container Examination Facility but not in time for geotechnical investigations.