



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR EXPRESSION OF
INTEREST (EOI)
NO.17/2026:**

**ARCHITECTURAL DESIGN SERVICES FOR
THE PROPOSED FRCS CONTAINER
EXAMINATION FACILITY**

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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

FRCS invites qualified bidders to submit EOIs for the following services of a secure, purpose-built Container Examination Facility (CEF).

- EOI No. 17/2026 – Architectural Design Services for the Proposed FRCS Container Examination Facility**
- EOI NO. 18/2026 – Civil & Traffic Engineering Services for the Proposed FRCS Container Examination Facility**
- EOI NO. 19/2026 – Quantity Surveying Services for the Proposed FRCS Container Examination Facility**

The project aims to improve cargo inspection efficiency, strengthen border controls, and support safe, compliant trade. The facility will include controlled examination areas, secure access, traffic management for heavy vehicles, administrative offices, staff amenities, storage and evidence areas, and essential services infrastructure.

The design will ensure efficient process flow, durability, and future expansion capability while meeting all operational 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 should be sent in a sealed envelope and clearly marked with the relevant tender reference number and title, and addressed to:

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

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 the below specified closing dates and time:

EOI 17/2026 & 18/2026 – 12pm on 26th June 2026
EOI 19/2026 – 12pm on 25th June 2026

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.

Section 1 – Invitation to Tender

EOI NO. 17/2026 – ARCHITECTURAL DESIGN SERVICES FOR THE PROPOSED FRCS CONTAINER EXAMINATION FACILITY.

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 – Site Plan & Layout Option
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.frsc.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, Nasase, 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@frsc.org.fj
8. Bid responses must be hand delivered before **12pm FJT on Friday 26th June 2026**.
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 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. - 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.	Mandatory Pre-Bid Site Meeting	Date: Thursday 18th June 2026 Time: 11am – 12pm 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 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 (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	Bidders are requested to attend the Prebid to familiarize themselves with the project
6.	Public Liability Cover	FJD 1,000,000.00
7.	Deadline / Submission	Date: Friday 26th June 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 “EOI NO. 17/2026 – ARCHITECTURAL DESIGN SERVICES FOR THE PROPOSED FRCS CONTAINER EXAMINATION FACILITY”.

Section 4 – Schedule of Returnable Forms

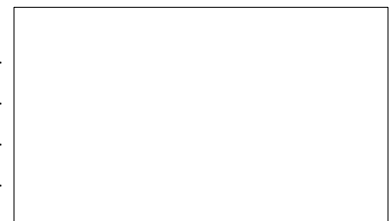
Schedule A: Declaration by Bidder – Conformity

Tender Reference:	EOI NO. 17/2026
Tender Title:	ARCHITECTURAL DESIGN SERVICES FOR THE PROPOSED FRCS CONTAINER EXAMINATION FACILITY

1. We, confirm to have examined the EOI 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 EOI, 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 EOI , including the GTC & TOR, if required we will sign and return any section of EOI 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 EOI 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; • 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 Consultant; however, **full responsibility for their performance and outputs remains solely with the Consultant**. Key Experts shall not be substituted without the Client's prior written approval.

Name	Current Position	Experience	Qualification	Role for this Project and % Contribution
				Senior Architect (Lead Architect) % - [Complete]
				Architect % - [Complete]
				Architectural Technician % - [Complete]
				[BLANK]
				[BLANK]
				[BLANK]
				[BLANK]

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

Schedule E: Design Programme

Bidder must attach;

- Tentative design programme using Gantt chart, indicating key design stages, key trade and milestone timelines.

Tentative Works Duration: _____

Schedule F: Declaration by Bidder – Price

Tender Reference:	EOI No. 17/2026
Tender Title:	ARCHITECTURAL DESIGN SERVICES FOR THE PROPOSED FRCS CONTAINER EXAMINATION FACILITY

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
1.0	PROJECT BACKGROUND
	The Fiji Revenue and Customs Services (FRCS) occupy a land area of approximately 4,670 square meters located at 84 Harris Road, Suva (SEC 82 (PT OF) formerly (PT OF) Lot 1-5 & Lot 11- (PT OF) Lot 16 S 969). The proposed FRCS Container Examination Facility (CEF) will provide a purpose-built, secure and efficient environment for the examination of containerized cargo. The facility is intended to improve throughput, strengthen border controls, and support compliant trade by enabling inspections to be conducted safely, consistently, and with appropriate operational separation between public/administration areas and controlled examination zones. The CEF design will prioritize clear process flow—from container receipt and staging through inspection and release—while incorporating supporting infrastructure such as secure perimeter and access control, traffic management for heavy vehicles, staff amenities and administration spaces, storage and evidence-handling areas, and services/plant areas required for reliable operations. The facility will be designed to meet FRCS operational needs, relevant statutory approvals, and practical requirements for durability, maintainability and future expansion.
2.0	PROJECT LOCATION
	
3.0	PROJECT DURATION
	The Proposed Project is expected to last for a period of 12 months. Timeline is subject for review.
4.0	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 Lead Design Consultant of the Proposed FRCS Container Examination Facility 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 proposed Container Examination Facility is intended to facilitate the non-intrusive and physical inspection of containers (directly from the Suva Port) and accommodate at least up to 10-15 personnel from the FRCS Border Team. The design envisions an industrial style building (with large concrete shielding walls) that will feature the below mentioned; 1. FRCS Office & Workshop Space 2. Repurpose of adjacent building as a Training Facility 3. Staff Amenities 4. Fencing & Parking Facilities 5. Services Area (plant room, back-up generator, back-up water supply, electrical room, telecommunication room and transformer room, etc.)								
5.0	SCOPE OF SERVICES, TASKS & DELIVERABLES The Consultant shall perform duties and services under the project stages listed below: <table><tr><td>PROJECT STAGES</td></tr><tr><td>Stage 1 - Site & Planning Due Diligence</td></tr><tr><td>Stage 2 - Demolition & Enabling Works Planning</td></tr><tr><td>Stage 3 - Concept Design & Technology Options</td></tr><tr><td>Stage 4 - Detailed Design & Approvals</td></tr><tr><td>Stage 5 - Procurement & Contract Award</td></tr><tr><td>Stage 6 - Construction, Installation & Commissioning</td></tr><tr><td>Stage 7 - Defect Liability Period / Transition to Operations</td></tr></table> <u>Stage 1 - SITE & PLANNING DUE DILIGENCE</u> During this initial stage, the Consultant is to familiarize themselves with the proposed site and site constraints. 1.1 The Consultant shall assist the Client and the Client’s Quantity Surveyor in the development a high-level Project Budget, with sufficient details as relevant to the stage of the project. 1.2 The Consultant shall prepare a set of design criteria (reverse design brief) to meet the requirements of this Project, the National Building Code of Fiji and relevant international standards, including determination of appropriate design events and loading cases as applicable to the architectural design of the CEF. If an alternative solution is used, it must be assessed for compliance with the performance requirements. This includes the nomination of any alternative International Design Standards (AS/NZ or similar) (Design Inception Report). <u>Stage 2 - DEMOLITION & ENABLING WORKS PLANNING</u> Development of demolition parameters to meet FRCS expectations on the demolition of the existing structures, considering Occupation Health and Safety as a priority and within the project scope, time, cost and quality control. 2.1 The Consultant shall, in conjunction with the Client and the wider design team, develop a demolition methodology, develop staged demolition drawings (clearly	PROJECT STAGES	Stage 1 - Site & Planning Due Diligence	Stage 2 - Demolition & Enabling Works Planning	Stage 3 - Concept Design & Technology Options	Stage 4 - Detailed Design & Approvals	Stage 5 - Procurement & Contract Award	Stage 6 - Construction, Installation & Commissioning	Stage 7 - Defect Liability Period / Transition to Operations
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Stage 7 - Defect Liability Period / Transition to Operations									

- identifying any critical staged elements for safety) for the demolition phase.
- 2.2 The Consultant shall develop safety parameters and implementation drawings to capture the scope of work for the Demolition Contractor to execute for the demolition stage. This is inclusive for debris removal management.
- 2.3 Pending approvals, assist the Client in the preparation and application for a Demolition Permit and procurement of a Demolition Contractor.

Stage 3 - CONCEPTUAL DESIGN & TECHNOLOGY OPTIONS

Integrate initial investigation and assessment stages into architectural concept design drawings to meet FRCS expectations on the overall Project within the project scope, time, cost and quality control. Assistance in the preparation of the Development Permission Application for submission to Suva City Council. All documentation in this stage shall be submitted to the Client for approval prior to any application.

- 3.1 The Consultant shall develop architectural concept drawings suitable for the Development Permission Application to SCC and to the satisfaction of the Client. Concept drawings shall include, but not be limited to, Site Diagrams, General Arrangement Plans, Elevations and general Sections, and consider at least 2 site configurations.
- 3.2 The Consultant shall provide feedback and concept design consideration for the proposed scanning equipment proposed by the Client. The Consultant shall, at the reasonable request of the Client, assist in the assessment of the suitability of proposed scanning equipment as relevant to the architectural design.
- 3.3 The Consultant shall attend regular design meetings chaired and minuted by the Client.
- 3.4 The Consultant is expected to work reasonably and efficiently with the entire design team, and as requested by the Client.
- 3.5 The Consultant shall develop and provide a Safety-In-Design Report, sufficiently detailed for the level of document in this stage.

NOTE TO BIDDERS: The EOI includes a set of drawings attached as **Annexure 1** for the bidders' perusal. These drawings provide a baseline understanding of the project scope and site conditions. Bidders are advised to review these documents carefully as part of their preliminary assessment. However, the Bidders should note that the final design and specifications shall be executed by them.

Stage 4 - DETAILED DESIGN & APPROVALS

Following the approval of the Concept Design, co-ordinate and integrate concept design drawings, scanning technology/equipment requirements and planning conditions and/or requirements into detailed architecture design documentation, suitable for the procurement of a main works Contractor, application for a Building Permit and to the reasonable satisfaction of the Client. The architectural detailed design documents shall meet FRCS expectations on the overall Project within the project scope, time, cost and quality control. Assistance in responding to queries and clarifications from statutory authorities and utility providers to facilitate necessary approvals. All documentation shall be submitted to the Client for approval prior to any applications.

- 4.1 The Consultant shall develop detailed architectural design documentation, including a

	complete set of all drawings, specifications, schedules, construction details, and other documentation needed to implement the project, including interior fitout design and external works (such as landscaping, internal access, car parks, fencing etc). 4.2 The Consultant shall ensure that the requirements of the selected scanning equipment is incorporated into the detailed design documentation to allow for seamless integration of the equipment with the building design. 4.3 The Consultant shall prepare a detailed design completion report setting out the design parameters, design standards used and design decisions made 4.4 The Consultant shall assist the Client in the lodgment of an application for a building permit with Suva City Council, with documentation in conformity of legislative requirements. 4.5 The Consultant shall assist the Client in the preparation of the bidding documents for procurement of a contractor for the construction of the building and shall provide technical assistance for the Evaluation Committee and generally any information required for successful bidding and contract implementation. 4.6 The Consultant shall ensure that all architectural drawings are endorsed, and the planned works are compliant to local building codes and safety standards. 4.7 The Consultant attend regular design meetings chaired and minuted by the Client during this stage. 4.8 The Consultant shall develop and provide a Safety-In-Design Report, sufficiently detailed for the level of document in this stage. <u>Stage 5 -PROCUREMENT & CONTRACT AWARD</u> The Consultant will assist FRCS in the Tender Evaluation process in accordance with FRCS policies and procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate contractor. 5.1 The Consultant will assist FRCS in the development of Tender Documents (as applicable to architectural document) for the engagement of Contractors to execute the proposed Works. 5.2 The Consultant will ensure all architectural aspects of the Project are detailed in the Tender document to mitigate risks of variation and setbacks during the projects. 5.3 The Consultant shall assist in the technical evaluation of the bids received and provide technical inputs for input in the bid evaluation report as reasonably requested by the Client. <u>Stage 6 - CONSTRUCTION, INSTALLATION & COMMISSIONING</u> The management and administration of the Project contract and co-ordination of the necessary documentation to facilitate effective execution of the Works for the project. Note: The Client (Client’s Project Manager) shall be responsible for administering the construction contract with the Contractor, however, shall reasonably request the assistance of the Consultant as stated below. 6.1 The Consultant shall review the designs, specifications and drawings with the contractor before the project mobilization and commencement. 6.2 The Consultant shall assist in overseeing and monitoring necessary approval from local authorities and governing bodies are acquired before the commencement of the Project.
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- 6.3 The Consultant shall assist in overseeing the execution of the works for the Project are compliant to local authorities and governing bodies as applicable to the architectural design and documentation.
- 6.4 The Consultant shall report on site meetings conducted; assist in monitoring and reviewing the Contract Program and Method Statement by the Contractor.
- 6.5 The Consultant shall monitor and review, all necessary testing and commissioning by contractors including but not limited to: sample measurements of any work that is about to be covered or put out of view before permanent work is placed thereon, inspect and test all materials and works to ensure compliance with specifications.
- 6.6 The Consultant shall review the approved progress report (Certificate) and advise the Client on the certification of monthly progress payments.
- 6.7 The Consultant shall prepare monthly project report for submission to FRCS, which must include list of site inspections undertaken, summary Request for Information and Requests for Approvals, any updates to architectural documentation and summary of contractor's progress as relevant to the architectural design.
- 6.8 Assist the Client in facilitating and monitoring the issue of Works Completion Lists and the Certificate of Work Completion.

Stage 7 - DEFECT LIABILITY PERIOD / TRANSITION TO OPERATIONS

The process of managing and administering the project closure, including preparation and co-ordination of the necessary documentation to facilitate the effective operation of the project.

- 7.1 The Consultant shall review the issuance of the Works Completion Certificate.
- 7.2 The Consultant shall expedite the preparation of all 'as-built' drawings and design documentation as requested and managed by the Client.
- 7.3 The Consultant shall assist in the expedition of processes to acquire statutory compliance certificates and documentation from relevant authorities.
- 7.4 The Consultant shall assist in the co-ordination and monitoring of the rectification of defects during the Defects Liability Period as applicable to the architectural design.
- 7.5 The Consultant shall prepare and present Project Closure Report with all the relevant architectural documentation.

Schedule H: Payment Schedule

Note: Payments are linked to deliverable and stage completion. Where applicable, deliverables have been directly linked with Schedule G: Scope of Works.

All costs must be clearly itemized and presented as specified to ensure consistent and fair evaluation.

<u>Project Stages</u>	<u>Scope of Services</u>	<u>Fee</u>
1	Site & Planning Due Diligence	
	1.2 – Project Budget Assistance	
	1.2 – Design Inception Report	
	SUB-TOTAL	
2	Demolition & Enabling Works Planning	
	2.1 – Demolition Methodology & Drawings	
	2.2 – Demolition Safety Requirements	
	2.4 – Demolition Permit & Contractor Procurement Assistance	
	SUB-TOTAL	
3	Conceptual Design & Technology Options	
	3.1 – Architectural Concept Drawings (Site Diagram, Plans, Elevations, Section)	
	3.2 – Scanning Equipment Options Assistance	
	3.3 – Design Meeting Attendance	
	3.5 – Safety-In-Design Report – Concept Design	
	SUB-TOTAL	
4	Detailed Design & Approvals	
	4.1 – Detailed Architectural Design Documentation	
	4.3 – Architectural Design Report	
	4.4 - Building Permit Application Assistance	
	4.6 – Tender Documents Assistance	
	4.8 – Safety-In-Design Report – Detailed Design/IFC	
	SUB-TOTAL	
5	Procurement & Contract Award	
	5.1 – Request for Tender Assistance	
	5.3 – Tender Technical Evaluation Assistance	
	SUB-TOTAL	
6	Construction, Installation & Commissioning	
	General – Construction Supervision Services (Architectural)	
	SUB-TOTAL	
7	Defect Liability Period & Transition to Operations	
	General – Defect Rectification Supervision Services (Architectural)	
	SUB-TOTAL	
TOTAL COST (VEP)		

A copy of Schedule H has been provided in native Excel format to assist the Bidders in the summation of their Fee.

