



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR EXPRESSION OF
INTEREST (EOI)
NO.19/2026:**

**QUANTITY SURVEYING 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. 19/2026 – QUANTITY SURVEYING 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: Not Used
 - 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.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 EOI and/or the process should contact via email on tenders@frscs.org.fj
8. Bid responses must be hand delivered before **12pm FJT on Thursday 25th 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 centre.
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: Wednesday 17th June 2026 Time: 11am – 12pm Venue: FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, 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 • Fiji Institute of Quantity Surveyors (FIQS) • 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
5.	Mandatory – Pre-bid	Bidders are requested to attend the Prebid to familiarize themselves with the project
6.	Liquidated Damages (LD)	FJD 2,500.00 per Calendar Day

7.	Deadline / Submission	Date: Thursday 25th 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 “<i>EOI NO. 19/2026 – QUANTITY SURVEYING SERVICES FOR THE PROPOSED FRCS CONTAINER EXAMINATION FACILITY</i>”.
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Section 4 – Schedule of Returnable Forms

Schedule A: Declaration by Bidder – Conformity

Tender Reference:	EOI NO. 19/2026
Tender Title:	QUANTITY SURVEYING 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; • Fiji Institute of Quantity Surveyors (FIQS) 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 at least recent 3 years prepared by a qualified Accountant professional;

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.

Key Experts shall not be substituted without the Client's prior written approval.

Name	Current Position	Experience	Qualification	Role for this Project and % Contribution
				Lead Quantity Surveyor % - [Complete]
				Quantity Surveyor % - [Complete]
				[BLANK]
				[BLANK]
				[BLANK]
				[BLANK]

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

Schedule F: Declaration by Bidder – Price

Tender Reference:	EOI No. 19/2026
Tender Title:	QUANTITY SURVEYING 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 Quantity Surveying Services 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 Quantity Surveyor 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> Note: Stages 1, 2 & 3 will overlap and occur <u>concurrently</u> to allow for programme efficiencies. Stages 4 to 7 will occur <u>sequentially</u>. <u>Stage 1 - SITE & PLANNING DUE DILIGENCE</u> The Quantity Surveyor shall provide early-stage cost advice and commercial input to support project feasibility, budget development, and risk identification. The Quantity Surveyor shall provide a detailed elemental cost plan with clearly stated assumptions, exclusions, and risk allowances, suitable for use as a baseline project budget. 1.1 Preliminary Cost Estimate: Prepare an initial project cost estimate based on available concept information, site constraints, and benchmarking from comparable projects. a. Include allowances for demolition, civil works, building works, services, and external works. 1.2 Cost Risk Identification: Identify key cost drivers and risks including: a. Site conditions (unknown ground, contamination, demolition complexity). b. Imported materials and supply chain constraints. c. Market capacity and contractor pricing behaviour. 1.3 Recommend appropriate contingencies and escalation allowances based on risk identification. 1.4 Market and Procurement Advice: Provide early advice on procurement of consultants and contractors, including:	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 5 - Procurement & Contract Award									
Stage 6 - Construction, Installation & Commissioning									
Stage 7 - Defect Liability Period / Transition to Operations									

	a. Advice on suitability, with reference to the current market, on the proposed fees from the Lead Consultant. b. Advice on procurement strategy for the contractor based on local contractor capability. c. Highlight risks associated with limited competition and likely pricing premiums. 1.5 Budget Development Support: a. Validate cost inputs from specialists (e.g. geotechnical, services). b. Ensure alignment between scope, design assumptions, and budget. 1.6 Cashflow Forecast (High-Level): Prepare an indicative project cashflow aligned with proposed programme. 1.7 Value and Scope Alignment: a. Review initial project scope against budget constraints. b. Identify early opportunities to reduce cost or simplify delivery (e.g. materials, structural systems, staging). <u>Stage 2 - DEMOLITION & ENABLING WORKS PLANNING</u> The Quantity Surveyor shall provide detailed cost planning, risk assessment, and commercial advice for demolition and enabling works to ensure early works are properly scoped, priced, and controlled. 2.1 The Quantity Surveyor shall prepare a detailed elemental cost estimate for: a. Demolition works (including hazardous materials allowances if applicable) b. Site clearance and disposal c. Temporary works d. Bulk earthworks and early civil works e. Services disconnection, relocation, and upgrades 2.2 The Quantity Surveyor shall ensure costs reflect: a. Local contractor capability b. Limited disposal options c. Haulage distances and logistics constraints 2.3 The Quantity Surveyor shall assist the Lead Consultant and client in the determination of an enabling works strategy (utilities disconnections, relocation and/or upgrades). Preliminary headworks estimates are to be determined based on the findings from Stage 1 due diligence activities. 2.4 The Quantity Surveyor shall update the Stage 1 cost estimate to reflect any confirmed scope changes, refined demolition costs, enabling works strategy and updated risks. a. The Quantity Surveyor shall clearly reconcile the changes from the Stage 1 cost estimate. 2.5 The Quantity Surveyor shall refine the high-level cashflow forecast to reflect the demolition and enabling works strategies. <u>Stage 3 - CONCEPTUAL DESIGN & TECHNOLOGY OPTIONS</u> The Quantity Surveyor shall provide detailed cost planning, cost control, and value optimisation services to ensure the concept design remains aligned with the approved project budget. The Quantity Surveyor shall actively assist the Client in monitoring design development and providing progressive cost advice to ensure the concept design remains within the approved budget, including immediate notification of any forecast cost overruns and recommended mitigation measures.
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- 3.1 The Quantity Surveyor shall prepare a Concept Design Cost Plan, being a detailed elemental cost plan aligned to the concept design, including:
 - a. Building structure and envelope
 - b. Internal areas (offices, training, amenities)
 - c. External works (yards, pavements, fencing)
 - d. Building services and specialist systems (including scanner integration)
- 3.2 The Concept Design Cost Plan should allow for trade-level visibility so key cost drivers can be assessed and monitored.
- 3.3 The Quantity Surveyor shall identify cost variances from the Stage 2 cost estimate, flag issues early and recommend corrective actions.
- 3.4 The Quantity Surveyor shall assist the Client in the procurement of scanning equipment by assessing the proposed equipment costs against the project budget and market benchmarks (if available).
- 3.5 The Quantity Surveyor shall contribute to value engineering exercises, including identification of high-cost elements and proposals for cost reduction without compromising function.
- 3.6 The Quantity Surveyor shall update the Project Budget and cashflow based on the concept design and refined programme, and clearly identify and/or explain:
 - a. Any scope changes (approved or scope creep)
 - b. Design-driven cost increases.
 - c. Adjustment to contingencies.
 - d. Quantity Surveyor shall update the Client on key cost risks based on the evolution of the design.

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.

Stage 4 - DETAILED DESIGN & APPROVALS

The Quantity Surveyor shall provide detailed cost planning, tender documentation, and commercial advice to ensure the project is fully documented, accurately priced, and ready for procurement with minimal risk of variation.

- 4.1 The Quantity Surveyor shall prepare a comprehensive pre-tender estimate based on the completed detailed design, including:
 - a. Full trade-level breakdown
 - b. Measured quantities (not approximate allowances)
 - c. Current market rates
- 4.2 The Quantity Surveyor shall ensure estimate reflects:
 - a. Constructability
 - b. Local contractor capability
 - c. Importation and logistics constraints
- 4.3 The pre-tender estimate shall include a range of expected tender prices based on current market conditions, including identification of key pricing risks.
- 4.4 The Quantity Surveyor shall prepare a detailed Bill of Quantities or trade-based pricing schedules suitable for tendering.

	a. Structure the BoQ to: i. Align with likely subcontract trade packages. ii. Minimise ambiguity in scope. iii. Reduce opportunities for contractor claims. 4.5 The Quantity Surveyor shall clearly define: a. Provisional sums b. Prime cost items c. Risk allocations. 4.6 The Quantity Surveyor shall update the Project Budget and finalise this as a Cost Plan for the project. The finalised cost plan shall be based on the fully coordinated design and confirmed scope. As part of this process, the Quantity Surveyor shall clearly identify any budget exceedance against the Stage 3 cost estimate. 4.7 The Quantity Surveyor shall provide advice on contractor procurement, including: a. Packing of Works b. Suitable contract form c. Assessment of the market appetite d. Likely responders to the Request for Tender. 4.8 The Quantity Surveyor shall support the development of the Tender Documentation, including: a. Contributing to Pricing Schedules b. Highlighting Cost Assumptions c. Advising on Tender Instructions (cost-related inputs). 4.9 As part of the Tender documentation support, the Quantity Surveyor shall ensure (as far as reasonably possible) that the documentation is consistent and coordinated, with no scope gaps between drawings, specifications and the BOQ. The Quantity Surveyor shall advise the Client of any scope gaps that may have a cost impact as a priority. 4.10 The Quantity Surveyor shall update the project cashflow following the finalisation of the design and tender documentation. <u>Stage 5 -PROCUREMENT & CONTRACT AWARD</u> The Quantity Surveyor shall lead cost evaluation and commercial assessment of contractor tenders to ensure the selected contractor represents best value, realistic pricing, and acceptable risk allocation. Tendered rates and quantities shall be analysed to identify potential areas of under-pricing or overpricing that may result in future variation claims. Recommendations are to be based on value and a best-for-project perspective, not solely lowest price. 5.1 The Quantity Surveyor shall undertake a detailed commercial analysis of tender submissions, including identification of pricing risks, exclusions, and unbalanced rates, and provide recommendations based on value, not solely lowest price. 5.2 As part of the above process, the Quantity Surveyor shall identify (if applicable) pricing anomalies, missing scope and unrealistic or unbalanced rates. 5.3 The Quantity Surveyor shall assist the Client in normalising the tender submissions (as far as reasonably possible) to enable a like-for-like comparison, including: a. Adjustments for exclusions b. Alignment of provisional sums (if any) c. Consistency of assumptions 5.4 The Quantity Surveyor shall reasonably assist the Client and Lead Consultant in
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	responding to and evaluating tender queries and clarifications. 5.5 At the completion of the tender evaluations, the Quantity Surveyor shall prepare and provide a Tender Evaluation Report that shall include: a. Adjusted tender comparisons. b. Risk Assessment c. Commercial Analysis, and d. Recommendation of preferred contractor. <u>Stage 6 - CONSTRUCTION, INSTALLATION & COMMISSIONING</u> The Quantity Surveyor shall provide ongoing cost management, financial control, and commercial oversight during construction to ensure that project costs are controlled, variations are rigorously assessed, and the final account is managed proactively. Note: The Client’s Representative (Project Manager) shall be responsible for administering the construction contract with the Contractor, however, shall reasonably request the assistance of the Quantity Surveyor as stated below. 6.1 The Quantity Surveyor shall assess the Contractor’s monthly progress claims, including verification of quantities completed, assessment against contract rate and validation of supporting evidence, and prepare an Assessment of Works report to accompany the certification of the progress claim. 6.2 The Quantity Surveyor shall assess all proposed variations including scope changes, design adjustments and unforeseen conditions. The Quantity Surveyor shall provide independent cost estimates prior to approval, assist in the negotiation of fair and reasonable rates and provide formal variation assessments. 6.3 The Quantity Surveyor shall develop and maintain a variation register to track approved, pending and forecast variations. 6.4 The Quantity Surveyor shall prepare a monthly Project Financial Status Report, including: a. Contract Sum b. Approved Variations c. Pending and forecast variations. d. Forecast final, adjusted cost. e. Updated cashflow based on actual claims. 6.5 The Project Financial Status Report shall also clearly identify cost pressures, budget risk and recommended/required mitigation measures. 6.6 The Quantity Surveyor shall also reasonably assist the Client in the assessment of Extension of Time Claims (cost advice) and commercial advice. 6.7 The Quantity Surveyor may be reasonably requested to attend site meetings from time to time. 6.8 The Quantity Surveyor shall reasonably assist the Client in the development of final account and provide a Final Project Financial Status Report. <u>Stage 7 - DEFECT LIABILITY PERIOD / TRANSITION TO OPERATIONS</u> The Quantity Surveyor shall assist in managing the commercial close-out of the project, including final account settlement, resolution of outstanding variations and claims, and verification of final costs. 7.1 The Quantity Surveyor shall assist the Client in the preparation, review and
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	agreement of the final account with the Contractor, including: a. Original Contract Sum b. All approved variations c. Adjustments to Provisional Sums d. Settlement of claims. 7.2 The Quantity Surveyor shall undertake a final reconciliation of the project costs, reconciling the final account against the approved budget and forecasts, and provide reasons for cost increases/savings and lessons learnt for future projects. 7.3 The Quantity Surveyor shall reasonably assist the Client on costings for Defect rectification works if cost implications arise. 7.4 The Quantity Surveyor shall advise the Client on the value for the release of retention monies, final payment certification and confirm that all contractual conditions have been satisfied (as applicable to the Quantity Surveyor's scope). 7.5 The Quantity Surveyor shall finalise all outstanding variation claim assessments and provide a final variation register. 7.6 The Quantity Surveyor shall reasonably assist the Client in the review and preparation of final certificates, Deeds of release and commercial close out documentation.

Schedule H: Payment Schedule

Note: Payments are linked to deliverable and stage completion. Where applicable, deliverables have been linked to 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	
	1.0 – General QS Services: Risk Identification, Budget development support, cashflow forecast, meetings.	
	1.1 – Preliminary Cost Estimate Report	
	1.4 – Market and Procurement Advice	
	SUB-TOTAL	
2	Demolition & Enabling Works Planning	
	2.0 - General QS Services: Enabling works/ Headworks cost estimates, risk identification, demolition cost planning, meetings.	
	2.1 – Demolition Cost Plan (elemental cost estimate)	
	2.4 – Updated Cost Estimate & Cashflow	
	SUB-TOTAL	
3	Conceptual Design & Technology Options	
	3.0 – General QS Services: Identification of cost variances, value engineering, meetings.	
	3.1 – Concept Design Cost Plan	
	3.6 – Updated Project Budget & Cashflow	
	SUB-TOTAL	
4	Detailed Design & Approvals	
	4.0 – General QS services: Tender documentation support, contractor procurement advice, documentation alignment.	
	4.4 – Bill of Quantities / Trade-based Pricing Schedules	
	4.6 – Updated Project Budget & Cashflow	
	SUB-TOTAL	
5	Procurement & Contract Award	
	5.5 – Quantity Surveyor Tender Evaluation Report	
	SUB-TOTAL	
6	Construction, Installation & Commissioning	
	General – Quantity Surveyor Services – variation assessment support, variation register, assessment of claims	
	6.4 - Project Financial Status Report, including Progress Claim review and Assessment of Works (per report)	
	6.8 - Final Project Financial Status Report	
	SUB-TOTAL	
7	Defect Liability Period & Transition to Operations	
	General – Assistance in preparing the final account with the contractor, including reconciliation of the final account and assessment on release of retention monies.	
	SUB-TOTAL	

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

ANNEXURE A – SITE PLAN & LAYOUT OPTION



