



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR EXPRESSION OF
INTEREST (EOI)
NO.35/2026:**

**BUILDING SERVICES ENGINEERING
CONSULTANCY 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 (EOI)

EOI No. 35/2026 - Building Services Engineering Consultancy for the Proposed FRCS Container Examination Facility (Re-advertised)

FRCS hereby invites qualified and experienced consultants to submit EOI for the provision of Building Services Engineering Consultancy Services for the development of a secure, purpose-built Container Examination Facility (CEF).

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.

Submissions must be enclosed in a sealed envelope, clearly marked as **EOI 35/2026 Building Services Engineering Consultancy for the Proposed FRCS Container Examination Facility**, 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 12.00pm on 18th September 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 purposes of soliciting interests.

Section 1 – Invitation to Tender

EOI No. 35/2026 Building Services Engineering Consultancy 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 Applicable
 - 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@frcs.org.fj
8. Bid responses must be hand delivered before **12pm FJT on Friday 18th September 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 Fiji Dollars and prices shall be VAT Inclusive.
1.8 Corporate Information	Each applicant must provide the following information: - Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration); - Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company. - A full description of the current operations of the company including the most recent audited financial statement or bank guarantee letter stating companies financial stability. - A copy of the company's Certificate of Incorporation. - Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding. - Provision of details of any legal proceedings that are being done against the company.
1.9 Qualifications and Capability	Each Applicant must: - Be FNPF, FRCS, FNU & VAT compliant (letters to be attached). Tax Identification Number (TIN) must be quoted in the submission. - Be able to demonstrate that it will be able to meet its financial obligations under this EOI.
1.10 Mergers,	Where such information is publicly accessible, the Applicant must indicate

Acquisitions, Sales of Applicant	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 9th September 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 If Bidders are not able to attend this date or time, please contact the FRCS members able to schedule an alternative date and time.
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 Engineers Fiji. • Valid Business License and Registration Certificate

		• FRCS Tax Compliance Letter • FNPF Compliance Letter • FNU Levy Certificate • OHS Compliance Certification • 3 minimum written Clients Reference with contact details. ○ Written client references must be within the last 3 years. Bids will not be considered for evaluation unless 3 Client's References are provided. • 3 minimum Past Project Experience of Similar Value and Nature
	Mandatory – Pre-bid	Bidders are requested to attend the Prebid to familiarize themselves with the project
5.	Public Liability Cover	FJD 1,000,000.00
6.	Deadline / Submission	Date: Friday 18th September 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. 35/2026 – Building Services Engineering Consultancy for the Proposed FRCS Container Examination Facility”.

Section 4 – Schedule of Returnable Forms

Schedule A: Declaration by Bidder – Conformity

Tender Reference:	EOI No. 35/2026
Tender Title:	Building Services Engineering Consultancy of 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 Engineers Fiji 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 **MUST** 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 **MUST** 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 Building Services Engineer – Team Lead % - [Complete]
				Building Services Engineer – Mechanical % - [Complete]
				Building Services Engineer – Electrical % - [Complete]
				Building Services Engineer – Hydraulic % - [Complete]
				Building Services Engineer – ICT/Communications % - [Complete]
				[BLANK]
				[BLANK]
				[BLANK]

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

Schedule E: Works Programme and Project Methodology

Not Applicable

Schedule F: Declaration by Bidder – Price

Tender Reference:	EOI No. 35/2026
Tender Title:	Building Services Engineering Consultancy 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 Building Services Design (Mechanical, Electrical, Plumbing & Communications) 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. CEF Operations Office Space 2. Repurpose of adjacent OCO & PITAA Building as FRCS Office and 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.) Part of the scope will include a Building Services Condition Audit and Compliance Assessment of the existing OCO & PITAA Building currently on the site. The project adopts an adaptive reuse approach, with the objective of maximising the retention and reuse of existing building fabric and services infrastructure wherever practicable. Subject to confirmation of their condition, compliance and suitability for continued use, existing building services are intended to be retained and refurbished rather than replaced. This includes electrical, mechanical, hydraulic, communications, fire detection and fire protection systems. To inform the design process and establish the scope of refurbishment works, a comprehensive Building Services Audit is required. The audit will assess the condition, operational performance, compliance status, remaining service life and capacity of existing building services infrastructure, and identify any defects, maintenance requirements, repairs, upgrades or replacement works necessary to support the future operation of the facility. The audit findings will be used by the Client and Design Team to: • Assess the suitability of existing services for continued operation. • Identify safety, compliance and operational risks. • Determine the extent of refurbishment works required. • Establish budget allowances for repairs, upgrades and replacements. • Support building code and regulatory compliance assessments. • Facilitate the development of the building refurbishment design. • Minimise unnecessary demolition and replacement of serviceable infrastructure. • Ensure a safe, compliant, functional and maintainable operations office is delivered in accordance with the project's value-for-money objectives. The audit shall cover all reasonably accessible electrical, communications, mechanical, hydraulic, fire detection and fire protection systems within the building and shall clearly identify those assets that can be retained, those requiring servicing or repair, and those that require replacement or upgrading to meet operational or compliance requirements.
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5.0	SCOPE OF SERVICES, TASKS & DELIVERABLES								
5.1	BUILDING SERVICES DESIGN – CONTAINER EXAMINATION FACILITY								
	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> 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>. Stage 1 - SITE & PLANNING DUE DILIGENCE Manage, co-ordinate and integrate initial investigation and assessment stages on the proposed demolition works, clearing, civil and concrete works, and CEF Shed construction. Liaise and co-ordinate with relevant statutory authorities to develop a statutory pathway for the CEF project. 1.1 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 Building Services (mechanical, electrical (incl. communications & security) and hydraulic (including fire protection)). 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). Note: Design criteria shall also consider the refurbishment of the existing OCO & PITAA Building. Stage 2 - DEMOLITION & ENABLING WORKS PLANNING 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. Development of a site servicing strategy, outlining the provision of future services to the site to meet the requirements of the project. 2.1 The Consultant shall assist in the development demolition methodology (clearing identifying any critical staged elements for safety) for the demolition phase. 2.2 The Consultant shall develop safety parameters and implement drawings to capture the scope of work for the Demolition Contractor to execute for the demolition stage as relevant to the existing building services. 2.3 The Consultant shall liaise with the relevant utility providers (WAF, EFL, TFL) and develop a Site Servicing Memorandum that clearly identifies the location of current	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									

services on site, the disconnection and decommissioning of the services, and outlines a proposal for establishment of new (or upgraded) services to the site.

- 2.4 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 concept design drawings and reports 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 concept/schematic building services design drawings and reports to the satisfaction of the Client. Concept/schematic drawings and reports shall include, but not be limited to:
- a. General arrangement plans for each building service.
 - b. Spatial for building services.
 - c. Schematic building services layouts.
 - d. Technical performance objectives for each building service including communications, security, access control and fire protection.
 - e. Schematic plantroom layouts (as applicable)
 - f. Schematic tank and pump sizes
 - g. Maximum Demand Calculations for approval purposes with EFL.
 - h. Schematic CCTV, Access Control and Security performance objectives.
 - i. Communication strategy and indicative communications room location for approval with TFL.
 - j. Indicate metering strategies
 - k. Water Supply and Wasterwater volumes for approval with WAF.
- 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.
- 3.3 The Consultant shall develop concept/schematic building services requirements for the refurbishment of the OCO & PITAA Building based on preliminary findings from the Building Services Audit & Compliance Assessment. (Refer Section 5.2).
- 3.4 The Consultant shall attend regular design meetings chaired and minuted by the Client.
- 3.5 The Consultant is expected to coordinate and work reasonably and efficiently with the entire design team, and as requested by the Client.
- 3.6 The Consultant shall develop and provide a Safety-In-Design register, sufficiently detailed for the level of document in this stage and as relevant to Building Services.

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 building services 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 detailed building services 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 building services design documentation, including a complete set of all drawings, specifications, equipment schedules, construction details, and other documentation needed to implement the project, including: electrical, mechanical, fire protection and suppression, telecommunication and ICT networks, HVAC, CCTV, security systems, access control systems and utility services (potable water storage and distribution, sewage reticulation system, wastewater treatment and disposal system, standby power – if required).
- 4.2 The detailed building services design documentation shall clearly capture the following fully coordinated items:
 - a. Mechanical ventilation / extraction systems
 - b. Acoustic treatment
 - c. Ductwork
 - d. Fire and Smoke Control Dampers
 - e. Fire rating.
 - f. Installation of smoke sensors
 - g. Pipework
 - h. Toilet exhaust system
 - i. Plantrooms.
 - j. Electrical Transformer Rooms and Switch-rooms.
 - k. Lighting controls systems
 - l. Emergency warning systems
 - m. Standby power systems (UPS)
 - n. Solar Panels (PV) (If required)
 - o. Cabling diagrams
 - p. Communication services: cabling, communication room layouts, rack sizes & layouts etc.
 - q. Security & Access Control Services: CCTV surveillance systems, Access Control systems, security management systems etc.
 - r. Dry Fire Systems: Detection systems, control panel layouts & location, interfacing processes and procedures etc.
 - s. Wet Fire Services: Hydrants, Fire Hose Reels, Fire Extinguisher locations, pump equipment, storage tanks.
 - t. Hot & Cold Water Systems
 - u. Water Supply and Distribution
 - v. Sanitary plumbing and drainage.
 - w. Property sewerage system.
- 4.3 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 structure and design. 4.4 The Consultant shall incorporate the findings and recommendations of the Building Services Audit and Compliance Assessment into the detailed design documentation for the proposed refurbishment of the OCO & PITAA Building. The documentation shall identify: a. Existing services to remain. b. Existing services requiring servicing. c. Existing services requiring repair. d. Existing services requiring replacement. e. New services required to support the future office layout. 4.5 The Consultant shall prepare a detailed design completion report setting out the design parameters, design standards used, design decisions made, preliminary construction schedule, engineering design calculations as applicable to the building services. 4.6 The Consultant shall ensure that all drawings endorsement and planned works are compliant to local building codes and safety standards. This includes seeking approval from SCC, the Town Country Planning Department and relevant authorities as required. 4.7 The Consultant shall attend regular design meetings chaired and minuted by the Client. 4.8 The Consultant shall develop and provide a Safety-In-Design register, sufficiently detailed for the level of document in this stage and as relevant to Building Services. <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 shall assist in the technical evaluation of the bids received and provide technical inputs for input in the bid evaluation report as reasonably requested. <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’s Representative (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, as relevant to the building services design documentation. 6.2 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 building services design and documentation. 6.3 The Consultant shall report on site meetings conducted; assist in monitoring and reviewing the Contract Program and Method Statement by the Contractor. 6.4 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
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	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 as relevant to the building services design and documentation. 6.5 The Consultant shall prepare monthly project report for submission to FRCS, which must include a list of site inspections undertaken, summary Request for Information and Requests for Approvals, any updates to building services documentation and summary of contractor's progress as relevant to the building services design. 6.6 Assist the Client in facilitating and monitoring the issue of Works Completion Lists and the Certificate of Work Completion. <u>Stage 7 - DEFECT LIABILITY PERIOD / TRANSITION TO OPERATIONS</u> 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 building services design. 7.5 The Consultant shall prepare and present Project Closure Report with all the relevant building services documentation.
5.2	OCO & PITAA BUILDING SERVICES AUDIT & COMPLIANCE ASSESSMENT The Consultant shall undertake a comprehensive Building Services Condition Audit and Compliance Assessment of the existing building proposed to be refurbished as the CEF Operations Office. The Consultant shall provide all labour, supervision, equipment, and specialist personnel necessary to complete the services described herein. The audit shall include all reasonably accessible electrical, communications, mechanical, hydraulic, fire detection and fire protection systems. Detailed requirements for each service discipline are provided in the attached appendices. The Building Services Audit shall be completed during Stages 1 to 3 and sufficiently early to allow incorporation of the findings into the Detailed Design phase. <u>Site Investigation and Existing Conditions Assessment</u> The Consultant shall: • Attend the site and undertake a detailed inspection of all reasonably accessible building services. • Familiarise themselves with the existing building, operational requirements and project objectives. • Verify the location and condition of major building services assets.

- Review available drawings, manuals, maintenance records and asset information provided by the Client.
- Identify inaccessible areas and clearly state any limitations affecting the assessment.
- Undertake reasonable testing and investigations necessary to determine the condition and operational status of the existing systems.

Condition Assessment

The Consultant shall assess the condition and serviceability of existing building services infrastructure and identify:

- Assets suitable for continued operation.
- Assets requiring servicing or preventative maintenance.
- Assets requiring repair.
- Assets that have reached the end of their useful life.
- Assets requiring replacement.
- Safety-related defects.
- Operational deficiencies.
- Deferred maintenance issues.

Where reasonably practicable, the Consultant shall provide an estimate of the remaining service life of major assets.

Compliance Assessment

The Consultant shall assess the existing building services installation against applicable legislation, regulations, approvals and recognised industry standards.

The assessment shall identify:

- Non-compliant installations.
- Deficiencies affecting regulatory approval.
- Deficiencies affecting building occupancy.
- Deficiencies affecting life safety systems.
- Required upgrades necessary to support continued use of the building as an office facility.

The Consultant shall clearly distinguish between:

- Compliance-related upgrades.
- Operational upgrades.
- Recommended improvements.
- Optional upgrades.

Capacity and Suitability Assessment

The Consultant shall assess the suitability of the existing building services to support the intended use of the facility as the CEF Operations Office.

The assessment shall identify any limitations relating to:

- Occupancy.
- Office operations.

- Communications systems.
- Information technology requirements.
- Building services capacity.
- Future refurbishment works.

Where additional infrastructure is likely to be required, the Consultant shall identify the upgrades necessary to support the proposed building use.

Refurbishment Recommendations

The Consultant shall develop recommendations to support the adaptive reuse and refurbishment of the building.

Recommendations shall be categorised as follows:

- Retain As-Is.
- Retain and Service.
- Repair.
- Replace.
- Upgrade.
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Recommendations shall align with the project objective of maximising reuse of existing infrastructure and minimising unnecessary replacement works where assets remain safe, compliant and fit for purpose.

Cost Planning

The Consultant shall provide high-level order-of-cost estimates for recommended works.

Indicative costs shall, where practicable, be categorised as:

- Immediate safety works.
- Compliance upgrades.
- Essential refurbishment works.
- Recommended maintenance works.
- Optional improvements.
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The estimates are intended for budgeting and planning purposes only.

Deliverables

The Consultant shall provide the following deliverables:

BUILDING SERVICES AUDIT REPORT

A consolidated report containing:

- Executive Summary.
- Methodology.
- Site Investigation Summary.
- Existing Conditions Assessment.
- Condition Assessment.

- Capacity Assessment.
- Compliance Assessment.
- Defect Register.
- Risk Register.
- Refurbishment Recommendations.
- Cost Estimates.
- Photographic Record.
- Assessment Limitations.

ASSET REGISTER (included in BUILDING SERVICES AUDIT REPORT)

A register of significant building services assets including:

- Asset description.
- Location.
- Approximate age (where known).
- Condition rating.
- Remaining service life estimate.
- Recommended action.

DEFECT REGISTER (included in BUILDING SERVICES AUDIT REPORT)

A detailed defect register identifying:

- Defect description.
- Location.
- Associated risk.
- Recommended corrective action.
- Priority rating.

Defects shall be categorised as:

- Critical.
- High.
- Medium.
- Low.

COMPLIANCE MATRIX (included in BUILDING SERVICES AUDIT REPORT)

A compliance matrix identifying:

- Applicable requirement.
- Assessment outcome.
- Compliance status.
- Required corrective action.

COST ESTIMATE (included in BUILDING SERVICES AUDIT REPORT)

A high-level cost estimate for recommended repair, replacement and upgrade works.

The Consultant shall prepare existing services drawings sufficient to identify the location of major electrical, communications, mechanical, hydraulic and fire services infrastructure to support refurbishment design and coordination.

	<u>Final Presentation</u> The Consultant shall present the findings of the audit to FRCS and the Design Team and participate in up to one (1) workshop or presentation session to explain the assessment findings, recommendations and identified risks.
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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.

BUILDING SERVICES DESIGN – CONTAINER EXAMINATION FACILITY

<u>Project Stages</u>	<u>Scope of Services</u>	<u>Fee</u>
1	Site & Planning Due Diligence	
	1.6 – Design Inception Report (Building Services)	
	SUB-TOTAL	
2	Demolition & Enabling Works Planning	
	2.1 – Demolition Methodology Assistance	
	2.2 – Demolition Safety Requirements (Building Services)	
	2.3 – Site Servicing Memorandum	
	2.4 – Demolition Permit & Contractor Procurement Assistance	
	SUB-TOTAL	
3	Conceptual Design & Technology Options	
	3.1 – Concept Design and Building Service Schematics	
	3.3 – Design Meeting Attendance	
	3.5 – Safety-In-Design Register – Concept Design	
	SUB-TOTAL	
4	Detailed Design & Approvals	
	4.1 – Detailed Building Services Design Documentation	
	4.4 – Detailed Building Services Design Report	
	4.5 – Design Meeting Attendance	
	4.6 – Safety-In-Design Register – 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 (Building Services)	
	SUB-TOTAL	
7	Defect Liability Period & Transition to Operations	
	General – Defect Rectification Supervision Services (Building Services)	
	SUB-TOTAL	
TOTAL COST (VEP)		

OCO & PITAA BUILDING SERVICES AUDIT & COMPLIANCE ASSESSMENT

<u>DELIVERABLE</u> <u>#</u>	<u>DELIVERABLE</u>	<u>Fee</u>
1.0	Draft Building Services Audit Report & Presentation	
2.0	Final Building Services Audit Report	
TOTAL COST (VEP)		

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

ANNEXURE A – SITE PLAN & LAYOUT OPTION



