



ITAUKEI LAND TRUST BOARD

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431 Victoria Parade, GPO Box 116, Suva, Fiji Islands
Tel: (679) 3312733 Fax: (679) 331 2014 Email: info@tltb.com.fj
Web: www.tltb.com.fj



TERMS OF REFERENCE

TLTB Northwest Office Renovation and Office Fit out Works TENDER #: 13/2024

BACKGROUND:

The iTaukei Land Trust Board (TLTB) invites qualified and experienced building contractors to express their interest in carrying out Renovation and office Fitout Works for New TLTB office, located at Vaqalo Street, Lautoka. This document outlines the technical scope of works specifically related to partition demolition works, renovate and refitting works. Interested Contractors in this project are requested to submit their expression of interest (EOI) in accordance with the following terms of reference.

GENERAL TERMS & CONDITIONS

Following general terms and conditions will apply.

1.1 Format of Response

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization;
- b. 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
- c. Provide a contact name, address, facsimile number and email address which iTaukei Land Trust Board will use in serving notices to the bidder.

1.2 Late Submissions

Submissions received within Five minutes of the closing time will not be accepted.

1.3 Applicants to Inform Themselves

Each applicant should:

- a. Examine this Specifications Document; and any documents referred to within; and any other information made available by TLTB to the applicants;
- b. Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries;
- c. Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.



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By submitting their proposal, applicants will be deemed to have:

- a. Examined the tender specifications and any other information made available in writing by TLTB to the applicants.
- b. 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.

1.3 Bidder's Risk

TLTB 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.

1.4 Selection of Preferred Applicant

No proposal will necessarily be selected by TLTB as the preferred solutions. The TLTB Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. TLTB 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 TLTB until a written agreement acceptable by TLTB is executed by an authorized officer of TLTB and the successful applicant(s).

1.5 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 TLTB that they (and their consortium members) have not and will not engage in any of the following activities in relation to this tender process:

- a. Lobbying of or discussions with any politician or political groups during this tender process;
- b. Attempts to contact or discuss the tender process with officers, any member or staff or contractor currently working in TLTB or any agent of this Department; Exception to Evaluation Committee members.
- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- d. Accepting or providing secret commissions;
- e. Seeking to influence any decisions of TLTB by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.6 Currency

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

1.7 Corporate Information

Each applicant must provide the following information:

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies;



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- b. 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;
- c. A full description of current operations of the company including the most recent audited financial statement;
- d. A copy of the company's Certificate of Incorporation;
- e. 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; and
- f. Provision of details of any legal proceedings that are being done against the company.

1.8 Qualifications and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal. Bidders can apply for their Tax Compliance Certificate by filling in the Application Form (can be downloaded from the Tenders link) and submitting to the Tax office. Similarly, bidders need to visit the FNPF office to obtain their FNPF Compliance Certificate.
- b. Be compliant with the revised National Minimum Wage rates applicable to the security services industry.
- c. Be covered under Public Liability Insurance
- d. Be able to demonstrate that it will be able to meet its financial obligations under this tender, with submission of financial records to

1.9 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.

1.10 Enquiries

- All questions and enquiries regarding this tender are to be made in writing via email ttaukeinikoro@tltb.com.fj 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.



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20 TECHNICAL SCOPE

2.1 **Scope of Works:** Bidders, are to submit their costing using the tender summary below:

| No. | Scope of Work | Amount (VEP) |
|-----|---|--------------|
| 1 | Preliminary and General | |
| 2 | Mobilization on site | |
| 3 | <p><u>Demolition Works</u></p> <ul style="list-style-type: none"> -Remove concrete walls and entire fittings for ensuite on shops 13,14 and make good to match existing finishing. -Cut two concrete walls to allow new aluminum door opening. -Seal off two existing doors opening on shops 13,14 and fit aluminum frames with 16mm tinted glass. -Seal off two existing back exit doors and seal with concrete walls, plaster and match paint color. -Tinting of ground floor external window glasses to avoid sun rays inside the office building. -Allow for AMPLI MESH security grills on all external windows at the ground floor area. | |
| 4 | <p><u>Part ion Fit out works</u></p> <ul style="list-style-type: none"> - Supply & Install New 100 x 50 timber partion walls with 10mm gib finishing on both sides (underside of aluminum frame) - Supply & Install 100 x 50 aluminum frame with 10.38mm clear frosted glass up till ceiling height. - Supply & Install (14) New Solid doors with viewing panel with door handle and lock (Lockwood brands) - | |
| 5 | <p><u>Flooring Works:</u></p> <ul style="list-style-type: none"> - Supply and install of office rugs on entire office excluding kitchen area. - Supply and install rubber tiles at the kitchen area. | |
| 6 | <p><u>Suspended Rondo Ceiling</u></p> <ul style="list-style-type: none"> - Supply & Install Rondo ceiling panel - Supply & install 10mm gib board suspended ceiling with diffuser light panel. - | |
| 7 | <p><u>Surface prep and Final Painting</u></p> <ul style="list-style-type: none"> - Surface preparation - Apply of Undercoat painting. - Apply of Finishing Coat on internal & external walls to TLTB corporate Colour. | |
| 8. | <p><u>Services:</u></p> <ul style="list-style-type: none"> - Installation of Smoke detectors - Install of 4.5kg fire extinguishers. - Exit signages on doors and door heads. - Aircon Unit shall be supplied and installed at respective locations as per plans. - | |
| 9. | <p><u>Electrical Works</u></p> <ul style="list-style-type: none"> - <u>Allow for PC sum as per plans.</u> | |



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| | | |
|----|---|--|
| | <ul style="list-style-type: none"> - General Electrical works in the new office shall be complied with EFL standards. - Certificate of compliance shall be issued by the licensed electrical contractor after the completion of the electrical works. - | |
| 10 | <p>Joinery Works:</p> <ul style="list-style-type: none"> - Kitchen Joinery supply and installation. - Front Counter installation - TLTB back drop signage works | |
| 11 | <p>Wash Rooms Renovations with plumbing Works:</p> <ul style="list-style-type: none"> - Upgrade of Entire female & male wash rooms - New Tiling Works - New Cistern - New Partions. - New hand basins & urinal - Allow for New Mirror - General Plumbing Works shall be certified by the licensed plumber with completion certificate after the completion of plumbing works. | |
| 12 | Clean & clear site in preparation of final inspection & site handover | |
| | Total VEP | |
| | Total VAT (15%) | |
| | Total Cost (VIP) | |



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2.1 Location

Works to be done on the TLTB New Office at Vaqalo Street, Lautoka.

2.2 Deliverables

The successful contractor awarded the Renovations and Office Fit Out Works is expected to adhere to the following deliverables to ensure the efficient and effective completion of the project:

Comprehensive Project Plan with work methodology:

- Provide a detailed project plan outlining the sequence of activities, timelines, and milestones for the renovations and office fit out project. This plan should be submitted within [5] working days after the contract award.

Compliance with Safety Regulations:

- Implement and adhere to all relevant safety regulations and standards throughout the duration of the project. This includes ensuring the safety of personnel, the public, and property at the project site. Workers must wear safety harness at all times and must be certified by OHS.

Quality Workmanship:

- Execute all repair works with a high level of workmanship to ensure the longevity and effectiveness of the repairs. All work must meet industry best practices and standards.

Materials and Equipment:

- Procure and utilize high-quality materials and equipment that are suitable for the scope of work. Provide documentation, i.e. specification of the materials and equipment used, if what is used is an alternative to what is being specified,

Weather Contingency Plan:

- Develop and implement a weather contingency plan to address adverse weather conditions that may impact the project schedule. This plan should outline procedures for securing the work site during inclement weather.

Progress Reports:

- Submit regular progress reports to TLTB detailing the work completed, work remaining, and any deviations from the original project plan. Progress reports should be submitted on a [frequency] basis.

Communication Protocol:

- Establish and maintain effective communication channels with TLTB throughout the project. Ensure timely response to inquiries and concerns.

Evidence of Past Experience:

- Provide evidence of past experience in similar roofing repair projects, showcasing successful completion, client satisfaction, and adherence to timelines.

Client Satisfaction:

- Ensure the client's satisfaction by addressing any concerns promptly and professionally, and by seeking feedback on the quality of work and project management.

Warranty and Maintenance Plan:

- Warranty for the completed repair work, for materials and workmanship, specifying the duration and coverage. Additionally, provide a maintenance plan that outlines recommended ongoing maintenance activities to extend the life of the repaired roof.

Final Documentation:

- Submit all necessary documentation, including as-built drawings, certification of completion, and any other relevant records, upon project conclusion.

Compliance with Legal Requirements:

- Ensure compliance with all legal and regulatory requirements, including permits and licenses, and provide evidence of such compliance as required by local authorities.



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2.3 Payment Schedule

Payments will be processed after inspection and issuance of progress certificate by the Property Officer.

2.3 Language

Must be able to speak, read and write in English.

2.4 Integrity

TLTB expects high standards of integrity from its officers and this extends to contracted services. Behavior that we consider unsuitable includes:

- Chewing gum, smoking or eating food whilst on duty;
- being late for duty;
- Evidence of alcohol or drug abuse;
- tampering with TLTB assets or property;
- Idle talk with other personnel, staff or visitors;
- Abusive language;
- sleeping whilst on duty; and
- selling food or engaging in other fundraising activities.

Behaviors that we encourage & welcome include:

- Addressing visitors & staff in a professional manner;
- Demonstrating honesty at all times; and
- consistently complying with agreed processes & procedures. Following of the standard operation procedure (SOP) in place.

2.5 Other Information

Bidders are to submit the list of contacts from clients who have been engaged within the last five years for the provision of Construction works at their premises.

Bidders can liaise with our Property Officer on 999 5398 should they to conduct their inspection of the proposed working area before submission of their Bid.

Bidders are encouraged to fully comply with information disclosure requirements laid out in Part 1 & 2 of this Document as bids may potentially be disqualified from further evaluation.

All Tender bids to be received no later than 4pm of 7th August 2024.