



RESERVE BANK OF FIJI

REQUEST FOR TENDER

Reserve Bank of Fiji Building Services Upgrade



1.0 OBJECTIVE

- To find a reputable consultant to design and manage the upgrade of Reserve Bank of Fiji building services.
- The consultant is required to upgrade RBF's building entire fire system, hydraulic system, electrical system and HVAC system to comply with the approved ISO, NFA, AS/NZS Standards and Fiji's Building Code standards:

2.0 SCOPE OF SERVICES

This document sets out the scope of services for the following consultancy services that RBF requires:

Stage 1:

- 2.1** Carry out assessment and survey of conditions existing at the Reserve Bank of Fiji (RBF), using existing available data, as-built drawings and carry out new investigations with gadgets, equipment and technology, complying to relevant and current AS/NZS standards, ISO, NFA, Fiji's building code and testing requirements (or any internationally recognized equivalent standard and testing method); and compile a detailed design for the following works currently identified by RBF:

2.1.1 Electrical Services

- Determine the building demand, electrical layout, Review, Design and upgrade the electrical power distribution and control systems to the latest AS/NZS standards.
- Conduct a Condition assessment and propose way forward of the standby system, fuel tank, and control system.
- To design and simulate lighting for the whole building. (All lighting to be the most efficient lighting in the market.)
- Design layout for sufficient power point for the whole building.
- Review, Design and upgrade all cabling for the entire building to meet the latest AS/NZS standards.
- Review, design and upgrade cable management system for the entire building.
- Design & install a system monitoring for all the electrical service components and interface them with the BMS system.
- Design and plan Temporary system for building during the upgrade. The building will be occupied during the upgrade.

2.1.2 Security System

- Review, design and upgrade the access control system, intercom, radio telephone and monitoring for the entire building.

2.1.3 Networking and telecommunication

- Review, design and upgrade the Networking and telecommunication cabling system for the entire building.



2.1.4 Building Management System

- Design and implement a Building Management system for the whole building.
- BMS software to monitor and manage a wide range of building services across multiple platforms and protocols providing administrators with a single, shared view of the facility's operation.
- Identify and design a BMS control room.
- Services to be included on BMS Energy monitoring, ventilation, air conditioning, access control, pumping stations, elevators, lighting, air quality, humidity, Seismic, temperature, occupancy monitoring, CCTV control, plumbing, fire system, Exhaust system, Renewable energy and Standby power.
- Mentioned services are to operate at their own platform and protocol. In case one service is down, other services are not affected and able to display data at their own platform.
- Each building services to have their own dashboards.
- Event alert system. (Emails, mobile phone and BMS control room).

2.1.5 Fire System

- Survey the existing fire system with the available drawings and record all fire assets.
- Provide a new sprinkler system design to comply with the valid ISO, NFA and FBC standards.
- Re-calculate fire sprinkler water flow and pressure for the new system.
- Provide specification for a new fire engine and pump to meet the correct calculated water flow for the sprinkler system.
- Replace the current Fire Finder Panel to a modern panel which can be monitored remotely.
- Design Emergency Warning and Intercommunication System [EWIS] for the entire building.
- Design and specify location to install addressable smoke detectors for the entire building.
- Design and specify location to install heat detectors for the entire building.
- Design a correct size water storage tank for the fire sprinkler system.
- Review all portable fire extinguishers and provide an appropriate amount for each floor level.
- Design and plan Temporary system for building during the upgrade. The building will be occupied during the upgrade.
- Design & install a system monitoring for all the fire service components and interface them with the BMS system.

2.1.6 Mechanical System

- To carry out a thorough review of the existing HVAC system, duct system & toilet exhaust system for the entire RBF building shell to determine if it is compliant to the latest HVAC AS/NZS standards;
- To design a new HVAC system, duct system & toilet exhaust system for the entire RBF building shell in compliance with the latest HVAC standards; and
- Design & install a condition monitoring system for all the HVAC components and interface them with the BMS system.



2.1.7 Hydraulic System

- To carry out a thorough review of the existing hydraulics services for the entire RBF building shell to determine if it is compliant to the latest Hydraulic standards;
- To design a new hydraulics services system for the entire RBF building shell in compliance with the latest Hydraulics standards; and
- Design & install a system monitoring for all the hydraulics service components and interface them with the BMS system.

2.1.8 Allow for interior designing for the building after replacement of services. Costing to be separate from services upgrade.

2.2 Prepare a preliminary design and report on the outcome of 2.1 above, advising RBF of any issue that arise from existing conditions, and issues that may arise from the upgrade works planned to be carried out, with recommendations for replace, repair, reworks or reinstatements, as necessary, using best industry practice methods and materials that can readily be sourced.

The report shall include:

- Engineering report
 - o Field test reports (to verify site conditions and validate design concepts)
 - o relevant documents (conceptual) as per project requirements for all systems and process
 - o Written description of conceptual requirements (operational, size, location etc)
 - o Hydraulic schematics for water system (including source elevation, destination, quantity where necessary).
 - o Process flow diagrams illustrating all elements in the system.
 - o Preliminary engineering drawings – Electrical, Fire, HVAC, Hydraulic, security, Networking, BMS and Exhaust system
 - o Provide preliminary engineering design calculations details.
 - o Preliminary construction cost estimates.
 - o Preliminary construction schedule.

This report shall be presented to RBF management for discussions and approval.

Stage 2:

- Once 2.2 above is internally approved by RBF, carry out the detailed designs using Autodesk Revit or equivalent and tender documents
- Once the documentation is given approval by RBF, RBF will advertise the tender. The chosen consultant is required to be present for the tender site visit and after close of tender period, manage all processes for selection and engagement of a contractor, including the evaluation and selection criteria with respective weightings.



- The vendor will have to provide the template of the tender analysis matrix that they would be using for this project. Once approved by RBF, only then the consultant may deploy the matrix for analysis.
- Advise RBF, in a report form, the outcome of the tenders, with recommendation/s for engagement of contractor/s

Stage 3:

- On approval by RBF, prepare and co-ordinate the appointment and signing of contracts/agreements. Ensuring that RBF's full interests are appropriately protected and catered for in the contract documents.
- Undertake and seek, on behalf of RBF, applications and approvals for all required Statutory/Regulatory and local government approvals/consents for the upgrade works, including awareness meetings with RBF tenants.
- Administer the terms and conditions of the signed contracts.
- Manage and control the performance of the project to ensure the timely delivery of the outcomes outlined in the contract documents.
- The consultant will have to maintain a thorough inventory of all the materials delivered to RBF for this project and usage.
- The Consultant to organize disposal of items removed from the building and logistics for material storage.
- Prepare fortnightly reports of project progress placing emphasis on cost and time.
- Prepare and submit full as-built drawings after completion within 7 working days after the project completion.
- Prepare and submit to RBF the project completion report, commissioning report together with all the operations & maintenance manuals for the system installed.



TENDER SUBMISSION

All Submissions to be e-mailed to Board Secretary, Subrina Hanif subrina@rbf.gov.fj and Manager General Administration Services, Melania Tamaue melania@rbf.gov.fj.

Incomplete and late submissions will not be considered. Lowest Tender may not necessarily be accepted. Both successful and unsuccessful submissions will be notified by the Tender Secretary through formal correspondence.

Submission Requirements

The tender for the above mentioned Services shall include the following:

1. A Cover letter including the completed name and address of the firm(s) performing the project, the principal firm including the name and title of person principally responsible for the project.
2. A detailed methodology including a programme for the works/services. Comments on the TOR to be included to add value to the submission. Refer to table below. (Scope Summary)
3. State separate lump sum fee for Stages 1, 2 and 3, with some detail of hours and rates building up to the lump sum. The fee for stages 2 and 3 will be provisional sums and the scope of services under these will be discharged upon written approval from RBF.
4. Allow provisional sum for interior designing of building space for all levels when services have been upgraded.
5. State chargeable rates per site visit and hourly rates of design office work.
6. State hourly rates of personnel and resources, if RBF request to undertake additional works related to this assignment.
7. Company background and evidence of similar works undertaken by the firm over the last seven years including project name, summary of works carried out, contact name and address of clients
8. Background of proposed sub-consultants, if any.
9. CV's of personnel that will be engaged in the work including sub-consultants.
10. Complete responsibility matrix as shown below.

Each firm is limited ONE submission for the main consultant. However, that firm may be considered for a sub-consultant to a submission by another firm.

Responsibility Matrix – Please create a similar template and use for submission

| Name | Firm | Overall Project Management | Speciality/Skill Required | | | | | | |
|--------|------|----------------------------|---------------------------|--------------------|---------------------|--|--|--|--|
| | | | Electrical Engineer | Hydraulic Engineer | Mechanical Engineer | | | | |
| Johnny | XYZ | X | | | | | | | |
| May | ABC | | | | X | | | | |
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**Note:**

- Complete the first row with Specialities required
- Complete the first column with names of Project key Staff
- One Project Key Staff person may be responsible for more than one speciality
- Place a mark in the appropriate column relative to the appropriate Project Key staff and speciality.

Scope summary – please use template

For each item in the following tables, a description must be given in the “Response” column of how the proposed product/s satisfies the requirement: for example, “yes” or “complies” is not sufficient, nor is reference to a standard manual. Where alternative options exist to satisfy any individual requirement, these should be clearly identified, together with any recommendations as to the preferred option. Should a proposed product be incapable of satisfying any individual requirement, this should be clearly stated, together with proposals for mitigating such shortfall.

Priority Key:

M – Mandatory Requirement

D – No mandatory requirement, Desirable

| Requirement | Priority | Response |
|---|----------|---|
| Stage 1: 2.1 Carry out assessment and survey of conditions existing at the Reserve Bank of Fiji (RBF), using existing available data, as-built drawings and carry out new investigations with gadgets, equipment and technology, complying to relevant and current AS/NZS standards, ISO, NFA, Fiji’s building code and testing requirements (or any internationally recognized equivalent standard and testing method); and compile a detailed design for the following works currently identified by RBF: | M | <i>(List type of investigation and equipment that will be using for the different services)</i> |
| 2.1.1 Electrical Services | | |
| - Determine the building demand, electrical layout, Review, Design and upgrade the electrical power distribution and control systems to the latest AS/NZS standards. | M | |
| - Conduct a Condition assessment and propose way forward of the standby system, fuel tank, and control system. | M | |



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| - To design and simulate lighting for the whole building. (All lighting to be the most efficient lighting in the market.) | M | |
| - Design layout for sufficient power point for the whole building. | M | |
| - Review, Design and upgrade all cabling for the entire building to meet the latest AS/NZS standards. | M | |
| - Review, design and upgrade cable management system for the entire building. | M | |
| - Design & install a system monitoring for all the electrical service components and interface them with the BMS system. | M | |
| - Design and plan Temporary system for building during the upgrade. The building will be occupied during the upgrade. | M | |
| 2.1.2 Security System | | |
| - Review, design and upgrade the access control system, intercom, radio telephone and monitoring for the entire building. | M | |
| 2.1.3 Networking and telecommunication | | |
| - Review, design and upgrade the Networking and telecommunication cabling system for the entire building. | M | |
| 2.1.4 Building Management System | | |
| - Design and implement a Building Management system for the whole building. | M | |
| - BMS software to monitor and manage a wide range of building services across multiple platforms and protocols providing administrators with a single, shared view of the facility's operation. | M | |
| - Identify and design a BMS control room. | M | |
| - Services to be included on BMS Energy monitoring, ventilation, air conditioning, access control, pumping stations, elevators, lighting, air quality, humidity, | M | |



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| Seismic, temperature, occupancy monitoring, CCTV control, plumbing, fire system, Exhaust system, Renewable energy and Standby power. | | |
| - Mentioned services are to operate at their own platform and protocol. In case one service is down, other services are not affected and able to display data at their own platform. | M | |
| - Each building services to have their own dashboards. | M | |
| - Event alert system. (Emails, mobile phone and BMS control room). | M | |
| 2.1.5 Fire System | | |
| - Survey the existing fire system with the available drawings and record all fire assets. | M | |
| - Provide a new sprinkler system design to comply with the valid ISO, NFA and FBC standards. | M | |
| - Re-calculate fire sprinkler water flow and pressure for the new system. | M | |
| - Provide specification for a new fire engine and pump to meet the correct calculated water flow for the sprinkler system. | M | |
| - Replace the current Fire Finder Panel to a modern panel which can be monitored remotely. | M | |
| - Design Emergency Warning and Intercommunication System [EWIS] for the entire building. | M | |
| - Design and specify location to install addressable smoke detectors for the entire building. | M | |
| - Design and specify location to install heat detectors for the entire building. | M | |
| - Design a correct size water storage tank for the fire sprinkler system. | M | |
| - Review all portable fire extinguishers and provide an appropriate amount for each floor level. | M | |



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| - Design and plan Temporary system for building during the upgrade. The building will be occupied during the upgrade. | M | |
| - Design & install a system monitoring for all the fire service components and interface them with the BMS system. | M | |
| 2.1.6 Mechanical System | | |
| - To carry out a thorough review of the existing HVAC system, duct system & toilet exhaust system for the entire RBF building shell to determine if it is compliant to the latest HVAC AS/NZS standards; | M | |
| - To design a new HVAC system, duct system & toilet exhaust system for the entire RBF building shell in compliance with the latest HVAC standards; | M | |
| - Design & install a condition monitoring system for all the HVAC components and interface them with the BMS system. | M | |
| 2.1.7 Hydraulic System | | |
| - To carry out a thorough review of the existing hydraulics services for the entire RBF building shell to determine if it is compliant to the latest Hydraulic standards; | M | |
| - To design a new hydraulics services system for the entire RBF building shell in compliance with the latest Hydraulics standards; | M | |
| - Design & install a system monitoring for all the hydraulics service components and interface them with the BMS system. | M | |
| 2.1.8 Interior designing for the building after replacement of services. Costing to be separate from services upgrade. | M | |
| 2.2 Prepare a preliminary design and report on the outcome of 2.1 above, advising RBF of any issue that arise from existing conditions, and issues that may arise from the | M | |



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| <p>upgrade works planned to be carried out, with recommendations for replace, repair, reworks or reinstatements, as necessary, using best industry practice methods and materials that can readily be sourced.</p> <p>The report shall include:</p> <ul style="list-style-type: none"> - Engineering report <ul style="list-style-type: none"> ○ Field test reports (to verify site conditions and validate design concepts) ○ relevant documents (conceptual) as per project requirements for all systems and process ○ Written description of conceptual requirements (operational, size, location etc) ○ Hydraulic schematics for water system (including source elevation, destination, quantity where necessary). ○ Process flow diagrams illustrating all elements in the system. ○ Preliminary engineering drawings – Electrical, Fire, HVAC, Hydraulic, security, Networking, BMS and Exhaust system ○ Provide preliminary engineering design calculations details. ○ Preliminary construction cost estimates. ○ Preliminary construction schedule. <p>This report shall be presented to RBF management for discussions and approval.</p> | | |
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| Stage 2: <ul style="list-style-type: none"> - Once 2.2 above is internally approved by RBF, carry out the detailed designs using Autodesk Revit or equivalent and tender documents | M | <i>(List out the design software's that will be used for the different services)</i> |
| <ul style="list-style-type: none"> - Once the documentation is given approval by RBF, RBF will advertise the tender. The chosen consultant is required to be present for the tender site visit and after close of tender period, manage all processes for selection and engagement of a contractor, including the evaluation and selection criteria with respective weightings. | M | |
| <ul style="list-style-type: none"> - The vendor will have to provide the template of the tender analysis matrix that they would be using for this project. Once approved by RBF, only then the consultant may deploy the matrix for analysis. | M | |
| <ul style="list-style-type: none"> - Advise RBF, in a report form, the outcome of the tenders, with recommendation/s for engagement of contractor/s | M | |
| Stage 3: <ul style="list-style-type: none"> - On approval by RBF, prepare and co-ordinate the appointment and signing of contracts/agreements. Ensuring that RBF's full interests are appropriately protected and catered for in the contract documents. | M | |
| <ul style="list-style-type: none"> - Undertake and seek, on behalf of RBF, applications and approvals for all required Statutory/Regulatory and local government approvals/consents for the upgrade works, including awareness meetings with RBF tenants. | M | |
| <ul style="list-style-type: none"> - Administer the terms and conditions of the signed contracts. | M | |
| <ul style="list-style-type: none"> - Manage and control the performance of the project to ensure the timely delivery of the | M | |



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| outcomes outlined in the contract documents. | | |
| - The consultant will have to maintain a thorough inventory of all the materials delivered to RBF for this project and usage. | M | |
| - The Consultant to organize disposal of items removed from the building and logistics for material storage. | M | |
| - Prepare fortnightly reports of project progress placing emphasis on cost and time. | M | |
| - Prepare and submit full as-built drawings after completion within 7 working days after the project completion. | M | |
| - Prepare and submit to RBF the project completion report, commissioning report together with all the operations & maintenance manuals for the system installed. | M | |

PERIOD OF PERFORMANCE

The period of performance for this project shall depend on the consultants estimated time frame provided in the quotation. All work must be scheduled to complete within the mentioned estimated timeframe. The actual engagement on site should be mindful of the critical nature of the risk involved and public safety. Any modifications or extension should be requested to the Reserve Bank of Fiji based on necessity.

WORK REQUIREMENTS

As part of this Project the consultant will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

- Site meetings and inspections
- Updating the Reserve Bank of Fiji on the works;
- Carrying out project tender analysis;
- Project manager of the project construction phase
- Commissioning and handover.

ACCEPTANCE CRITERIA

Once the project is completed and the consultant provides their report/presentation for review and approval, the Reserve Bank of Fiji will either sign off on the approval or reply to the bidder, in writing, advising what tasks still need to be accomplished.

Once all project tasks have been completed, the project will enter the handover/closure stage. During this stage of the project, the vender will provide their project closure report to the Reserve Bank of Fiji. The acceptance of this documentation by the Reserve Bank of Fiji will



acknowledge acceptance of all project deliverables and that the vender has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between the Reserve Bank of Fiji and the chosen vender will be referred to both organisations contracting offices for review and discussion.

ADMINISTRATIVE REQUIREMENTS

The Consultant should provide the following valid documents in their tender submissions:

1. Valid Tax compliance certificate
2. Valid FNPF compliance certificate
3. Company profile with clientele listing.
4. Public liability cover
5. Insurance cover
6. Quotation detailing. Breakdown of Works
7. Completed Scope Summary

TENDER PROCESS

The steps below provide a brief outline of the Reserve Bank of Fiji's tender process.

1. Interested vendors can liaise with the Reserve Bank of Fiji to clarify any issues before submitting their tenders.
2. Vendors to submit tenders within the time specified.
3. Analysis of the submitted tender will be done by the Reserve Bank of Fiji.
4. Clarification of tender items, if necessary.
5. Awarding of tender.
6. Meeting with selected consultant in regards to project delivery and preparation of the contract terms and conditions
7. Contract Signing.

SITE VISIT

A Visit to the building site has been arranged as follows:

Date: 22/11/2023

Time: 10am

Location: RBF Building Pratt Street.

Contact Person: Mervyn Wesley, email: mervyn@rbf.gov.fj

Email contact person, company and names attending site visit to arrange site access

PRICING

- All prices should be in FJD and VIP.
- Provisional Tax of 5% will be deducted for any contract over \$1000 per annum.
- For overseas companies who does not have any office/business locally, 15% withholding tax will be deducted from contract amount.

TENDER SELECTION

Tender may not necessarily be awarded to the lowest bidder. The Bank, when analyzing the tender will keep in mind the delivery and support services provided by the chosen company.