



RESERVE BANK OF FIJI

REQUEST FOR PROPOSAL

Consultancy Services for Roof Upgrade Design – Domodomo House



A. OBJECTIVE

1. The objective of this proposal is to engage a qualified and registered structural engineering consultant to design and certify the upgrade of the flat roof for the Domodomo House, where waterproofing leaks are currently an issue.
2. The consultant will assess the existing flat roofing system, identify deficiencies, and propose a new, structurally sound, and cyclone rated roofing system that complies with the Fiji National Building Code and AS/NZS standards.
3. The design shall specially address:
 - Waterproofing repairs and prevention of future leaks.
 - Drainage, gutter system, insulation and ventilation.
 - Integration and protection of existing roof services (eg: hot water system, electrical conduits, sky dish and cables).
4. Provide a certified engineering design ready for construction for the flat roof upgrade.
5. Issue a final Engineer's Certificate for the entire roof (flat and pyramid) confirming overall structural soundness and cyclone compliance to Category 5.
6. Supervise the construction phase to ensure the contractor adheres to the certified drawings and specifications, maintaining quality control throughout the process.
7. Ensure effective communication between the consultant and client during all phases of the project.

B. INTRODUCTION

8. Domodomo House requires a roof upgrade due to ongoing water leakage caused by disturbed waterproofing On the flat roof section. The existing roof consists of bitumen waterproofing over plyboard on a wooden structure. Prolonged exposure to Fiji's climate has compromised both the waterproofing and long term performance of the roof.

This project will engage a qualified structural engineering consultant to investigate the existing condition of the flat roof, recommend effective solutions and design a durable system that is structurally safe, cyclone-resistant and compliant with the Fiji National building code and AS/NZS standards. 7. The consultant is expected to provide:

- Ongoing communication with the client throughout the assessment, design, and construction phases.
- Regular progress updates on design milestones and any emerging challenges.

C. SCOPE OF WORK

The consultant shall provide a full, complete scope covering:

9. **Structural Assessment & Waterproofing Evaluation**
 - Conduct a detailed inspection of the existing roof.
 - Identify causes of waterproofing failure and recommend effective solutions.
 - Evaluate the structural integrity of the roof, including its load-bearing capacity.
 - Ensure that the new design meets Category 5 cyclone standards.
10. **Roof Upgrade Design & Certification**
 - Design a Category 5 cyclone-rated roofing system that:
 - o Eliminates existing waterproofing issues and prevents future leaks.



- Is durable, long-lasting, and requires minimal maintenance.
- Includes improved drainage, insulation, and ventilation.
- Recommend suitable roofing materials, such as:
 - Reinforced metal roofing (e.g., Colorbond, aluminium, or cyclone-rated steel).
 - Advanced waterproofing systems (membranes, sealants, etc.).
 - Other weather-resistant roofing solutions.
- Provide structural reinforcement details if necessary.
- Ensure full compliance with the Fiji National Building Code and AS/NZS standards.
- Certify the final design as structurally sound and cyclone resistant.
- Obtain necessary regulatory approvals and certifications.
- Supervise the construction phase, ensuring compliance with certified drawings.
- Submit a final certification report after completion.

11. Cost Estimate & Implementation Plan

- Provide a detailed cost estimate for materials, labour, and structural works.
- Develop a step-by-step implementation plan, including:
 - Construction timeline and key milestones.
 - Necessary approvals and permits.
 - Recommendations for qualified contractors or suppliers.
- Provide a contingency plan for unforeseen complications or costs during construction.

12. Existing Roof Drawings and Dimensions

- The client will provide existing roof drawings and dimensions upon request. These documents are available for consultants to assess the current layout, structural configuration, and any areas of concern.
- Consultants are encouraged to review these drawings to ensure accurate assessments and design proposals.

D. DELIVERABLES

13. The successful consultant shall provide:

- **Structural & Waterproofing Assessment Report**
Findings on existing roof conditions and upgrade requirements.
- **Roof Upgrade Design Report**
Technical specifications, material recommendations, and waterproofing solutions.
- **Architectural & Structural Drawings**
Plans required for construction and certification.
- **Certification and compliance documentation.**
Supervise construction and ensure compliance with Category 5 cyclone standards.
- **Cost & Implementation Plan**
Budget breakdown and project timeline.
Payment schedule for project milestones.
Detailed contingency plans for unforeseen challenges.
- **Progress Reports**
Regular progress updates during the design phase to ensure the project stays on track.



E. CONSULTANT REQUIREMENTS

14. Interested consultant must:
- Be an Accredited structural engineer with experience in cyclone-rated roof design.
 - Have a proven track record in roofing projects, especially waterproofing solutions.
 - Provide evidence of past similar projects.
 - Be familiar with Fiji National Building Code and AS/NZS standards.
 - Have experience working in similar climates, particularly in ensuring long-term roof durability in tropical conditions.
 - Be able to provide regular communication and progress reports during the assessment, design, and construction phases.

F. SITE INSPECTION ARRANGEMENT:

15. Site inspection: **Between 8th – 19th September 2025.**
16. Interested bidders are encouraged to attend at least one site visit and thoroughly assess the existing roof conditions and clarify any project details.
17. Site Location: 338 Tamavua, Princess Road.
18. Interested parties must confirm attendance or request technical information by contacting:

Name:	Mervyn Wesley	Mehul Raniga
Contact:	9988027	9984761
Email:	mervyn@rbf.gov.fj	mehul@rbf.gov.fj

G. PROPOSAL SUBMISSION DEADLINE

19. The RFP will be open for **3 weeks** from the date of notification.
20. All submissions must be received no later than **29th September 2025 at 4pm** local time.
21. Incomplete and late submissions will not be considered.
22. Any extension to the RFP period will be communicated formally before the closing date.

H. SUBMISSION REQUIREMENTS

23. Interested consultants must submit their proposals by **29th September 2025 at 4pm** local time to:

Procurement Officer: Sarwan Kumar - sarwan@rbf.gov.fj & procurement@rbf.gov.fj

Manager General Administration Services - Melania Tamaue melania@rbf.gov.fj

Proposal format:

- **Cover Letter**
- **Company Profile and Relevant Experience**
- **Technical Approach and Methodology**
- **Proposed Work Plan and Timeline**
- **Cost Proposal and Payment Schedule**



- **References and Past Project Examples**

24. All proposals must be submitted in **PDF format**. Late or incomplete proposals will not be considered.

I. ADMINISTRATIVE REQUIREMENTS

25. The Consultants should provide the following valid documents in their proposal submissions:
- Valid Tax compliance certificate.
 - Valid FNPF compliance certificate.
 - Public liability cover.
 - Insurance cover.

J. PERIOD OF PERFORMANCE

26. The contract period for the consultancy services will commence upon **signing of the contract**.
27. The consultant is expected to complete the full scope of work, including design, recommendations, and certification, within **three (3) months** from the contract signing date.
28. Any extensions to the contract period must be formally requested and approved in writing by Reserve Bank of Fiji.

K. PAYMENT TERMS

29. All prices should be FJD and VIP.
30. The RFP Bid must remain valid for 60 days.
31. Payment Schedule: Payments will be made in milestones, based on completion of key deliverables:
- 30% upon submission of the structural assessment report
 - 40% upon approval of the final roof design.
 - 30% upon submission of the final certification and compliance documents.
32. Provisional Tax of 5% will be deducted for any contract over \$1000 per annum.
33. For overseas companies who does not have any office/business locally, 15% withholding tax will be deducted from contract amount.

L. RFP PROCESS

34. The steps below provide a brief outline of the Reserve Bank of Fiji's RFP process.
- Interested vendors can liaise with the Reserve Bank of Fiji to clarify any issues before submitting their tenders.
 - Vendors must submit tenders within the time specified.
 - Analysis of the submitted proposal will be done by the Reserve Bank of Fiji.
 - Clarification of proposal items, if necessary.
 - Awarding of proposal.
 - Meeting with selected vendor regarding project delivery and preparation of the contract terms and conditions
 - Contract Signing.



M. SELECTION PROCESS

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

N. TRADE SUMMARY

Below is the Trade Summary which all consultants are required to fill.

Name of the Company:

Period of the Entire Project: _____

No.	Description	Project Cost (VIP)
1.	Structural & Waterproofing Assessment Report.	
2.	Architectural & Structural Drawings and Certification	
3.	Construction Supervision and Regulatory Approvals.	
	VAT at 12.5 %	
	Total Tender Price (VAT Inclusive) FJD	