



# **RBF ROLLER BLINDS PROJECT**

## **STATEMENT OF WORKS**

**RESERVE BANK OF FIJI  
4 PRATT STREET,  
PRIVATE MAIL BAG  
SUVA.**



## **OBJECTIVE**

The vendor has supply and install roller blinds on all the four facades (Totoga Facade, BSP Facade, FNPF Facade and Cathedral Facade) at the following locations in the Reserve Bank of Fiji (RBF) building, Pratt Street, Suva:

1. Tower 12
2. Tower 11 Kitchen
3. Tower 6
4. Tower 5 (FIU & PCG & DGO)
5. Tower 4
6. Tower 3 (FIG & ITU)
7. Tower 1
8. Podium 4 (RMCG & GOB)

## **SCOPE OF WORK**

1. It is compulsory for the vendor to conduct a site inspection to carry out all measurements and check all the mounting points.
2. The vendor will have to carry out the following works at the aforementioned areas in the RBF building:
  - a. Provide roller blind samples (total block-outs, light filtering and blinds that have thermal backing type material) to the Reserve Bank of Fiji (RBF) building on the quotation due date. Once the selection process is complete, the vendor will be advised to pick-up the samples.
  - b. Supply the chosen roller blinds for the installation works;
  - c. Remove the existing curtains and the tracks;
  - d. Install the roller blinds with the mountings;
  - e. Applying the final dressing and finishing;
  - f. Proper site clearance after the works is complete.
3. The vendor has to provide the product & workmanship warranty together with its terms and conditions for each.
4. The vendor has to provide a detailed itemized quotation.
5. It is compulsory for the vendor to state in the quotation the lead time of delivery for the chosen roller blinds.
6. It is compulsory for the vendor to provide a work plan for the installation works after RBF issues the purchase order.
7. Once the work begins:
  - a. The vendor must maintain a high level of professionalism to avoid all and any reputational risk;
  - b. Foul language is strictly prohibited in RBF premises; and
  - c. Adhere to all RBF evacuation protocols as and when required.



8. The vendor is urged to advise the RBF regarding any issues that their staff might face either in terms of personal protective equipment or towards carrying out the roller blinds installation works.
9. It is compulsory for the vendor to complete the trade summary at the end of the document and provide it with the quotation.
10. The vendor must provide a work completion report.

### **INSPECTION**

The inspection shall be done from 9am till 4pm on 10<sup>th</sup> and 17<sup>th</sup> September 2025. Contact staff are:

Mehul Raniga  
Senior Technical Officer  
E-mail: [mehul@rbf.gov.fj](mailto:mehul@rbf.gov.fj)

Mervyn Fiu Wesley  
Technical Officer  
E-mail: [mervyn@rbf.gov.fj](mailto:mervyn@rbf.gov.fj)

Krishmal Sharma  
Maintenance Officer  
E-mail: [krishmal@rbf.gov.fj](mailto:krishmal@rbf.gov.fj)

### **QUOTATION**

Quotation to be submitted by 4pm, 29<sup>th</sup> September 2025 to Procurements- [procurement@rbf.gov.fj](mailto:procurement@rbf.gov.fj)

### **Note**

- The quotation should be Vat Inclusive Price.
- The quotation must be for normal working hours, afterhours, weekends and public holidays.

### **SECURITY REQUIREMENTS**

All Contractor team members will submit security forms to RBF for clearance and access badges to the facility. The team has to sign in and sign out at P3 Main Lobby security booth.

### **TOOLS, ATTIRE & EQUIPMENT**

Contractors should be well dressed and in company uniform or have company badge. The contractor should bring all the required tools. The tools should be easily accessed when required and placed near to the work area.

### **OCCUPATIONAL HEALTH & SAFETY**

Contractors are required to wear Personal Protective Equipment which includes safety boots, safety glasses, gloves etc. while working.

All safety procedures should be followed. All PPE will be checked before work proceeds.

### **OTHER REQUIREMENTS**

The Contractors should also have Insurance cover for the following: Public Liability cover and Contract Risk Cover.

**TRADE SUMMARY**

Below is the Trade Summary which the vendor is required to complete.

Name of the Company: \_\_\_\_\_

Workmanship Warranty: \_\_\_\_\_

Product Warranty: \_\_\_\_\_

Total Works Time Frame: \_\_\_\_\_

No.	Particulars	Project Cost (VIP)
<b><i>Tower 12</i></b>		
1.	Cost of supplying roller blinds (BSP Facade)	
2.	Cost of supplying roller blinds (FNPF Facade)	
3.	Cost of supplying roller blinds (Totogo Facade)	
4.	Cost of installing roller blinds (BSP Facade)	
5.	Cost of installing roller blinds (FNPF Facade)	
6.	Cost of installing roller blinds (Totogo Facade)	
<b><i>Tower 11</i></b>		
7.	Cost of supplying roller blinds (kitchen)	
8.	Cost of installing roller blinds (kitchen)	
<b><i>Tower 6</i></b>		
9.	Cost of supplying roller blinds (Totogo Facade)	
10.	Cost of supplying roller blinds (BSP Facade)	
11.	Cost of supplying roller blinds (FNPF Facade)	
12.	Cost of supplying roller blinds (Cathedral Facade)	
13.	Cost of installing roller blinds (Totogo Facade)	
14.	Cost of installing roller blinds (BSP Facade)	
15.	Cost of installing roller blinds (FNPF Facade)	
16.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Tower 5 (PCG)</i></b>		
17.	Cost of supplying roller blinds (Totogo Facade)	
18.	Cost of supplying roller blinds (Cathedral Facade)	
19.	Cost of installing roller blinds (Totogo Facade)	
20.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Tower 5 (DGO)</i></b>		
21.	Cost of supplying roller blinds (Totogo Facade)	
22.	Cost of supplying roller blinds (BSP Facade)	
23.	Cost of installing roller blinds (Totogo Facade)	
24.	Cost of installing roller blinds (BSP Facade)	
<b><i>Tower 5 (FIU)</i></b>		
25.	Cost of supplying roller blinds (FNPF Facade)	



26.	Cost of supplying roller blinds (Cathedral Facade)	
27.	Cost of installing roller blinds (FNPF Facade)	
28.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Tower 4</i></b>		
29.	Cost of supplying roller blinds (BSP Facade)	
30.	Cost of supplying roller blinds (FNPF Facade)	
31.	Cost of supplying roller blinds (Cathedral Facade)	
32.	Cost of installing roller blinds (BSP Facade)	
33.	Cost of installing roller blinds (FNPF Facade)	
34.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Tower 3 (FIG)</i></b>		
35.	Cost of supplying roller blinds (Totogo Facade)	
36.	Cost of supplying roller blinds (BSP Facade)	
37.	Cost of supplying roller blinds (FNPF Facade)	
38.	Cost of installing roller blinds (Totogo Facade)	
39.	Cost of installing roller blinds (BSP Facade)	
40.	Cost of installing roller blinds (FNPF Facade)	
<b><i>Tower 3 (ITU)</i></b>		
41.	Cost of supplying roller blinds (Totogo Facade)	
42.	Cost of supplying roller blinds (FNPF Facade)	
43.	Cost of supplying roller blinds (Cathedral Facade)	
44.	Cost of installing roller blinds (Totogo Facade)	
45.	Cost of installing roller blinds (FNPF Facade)	
46.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Tower 1</i></b>		
47.	Cost of supplying roller blinds (Totogo Facade)	
48.	Cost of supplying roller blinds (BSP Facade)	
49.	Cost of supplying roller blinds (FNPF Facade)	
50.	Cost of supplying roller blinds (Cathedral Facade)	
51.	Cost of installing roller blinds (Totogo Facade)	
52.	Cost of installing roller blinds (BSP Facade)	
53.	Cost of installing roller blinds (FNPF Facade)	
54.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Podium 4 (RMCG)</i></b>		
55.	Cost of supplying roller blinds (Cathedral Facade)	
56.	Cost of supplying roller blinds (FNPF Facade)	
57.	Cost of installing roller blinds (FNPF Facade)	
58.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Podium 4 (GOB)</i></b>		
59.	Cost of supplying roller blinds (Totogo Facade)	
60.	Cost of supplying roller blinds (Cathedral Facade)	
61.	Cost of installing roller blinds (Totogo Facade)	
62.	Cost of installing roller blinds (Cathedral Facade)	
<b><i>Total Cost (VIP)</i></b>		



No.	Position	No. of Staff	Normal Rate per Hour (VIP)	Transportation Rate (VIP)
1.	Supervisor			
2.	Installer			