



RESERVE BANK OF FIJI

REQUEST FOR TENDER

RBF Driveway Extension Project- Quantity Surveying Works



OBJECTIVE

The vendor has to provide a detailed quantity surveying report for the driveway extension construction project at the Reserve Bank of Fiji building, Pratt Street, Suva.

TENDER SCOPE

1. It is compulsory for the vendor to conduct a site inspection. During the inspection, the following Suva City Council endorsed documents will be provided to the vendor:
 - a. Construction drawings for the driveway extension; and
 - b. Application for Development Permission.
2. The successful vendor must ensure the detailed quantity surveying report includes the following:
 - a. Detailed list of material & specifications and the quantity required for the construction of the driveway;
 - b. Total cost of material for construction;
 - c. Total cost of labour for construction;
 - d. Total duration for the construction (weather permitting buffer included);
 - e. Complete step by step construction methodology; and
 - f. Construction risks and contingency strategy recommendation.
3. The vendor may also submit the Total cost for supervising the construction works as an optional cost. This may be required should be require the Quantity Surveyor to supervise the construction of the driveway.
4. The vendor has to provide the detailed quantity surveying report which captures 2.a-f, within 5 working days after the Reserve Bank of Fiji issues the Local Purchase Order.
5. The vendor has to ensure that all the costs captured in the detailed quantity survey report are VAT inclusive.

NOTE

1. The fee proposal quotation should be VAT Inclusive Price.
2. The payment structure will be as follows:
 - a. 50% upfront payment; and
 - b. 50% payment after the detailed quantity surveying report has been submitted.

TENDER SUBMISSION

All Tender Submissions to be e-mailed to the Tenders Committee Secretary, Subrina Hanif subrina@rbf.gov.fj and Manager General Administration Services, Melania Tamaue melania@rbf.gov.fj. All tender submissions are due on 7th January 2026 at 4pm.

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 Tenders Committee Secretary through formal correspondence.

PERIOD OF PERFORMANCE

The period of performance for this project shall depend on the vendors estimated time frame provided in the Tender Submission. All work must be scheduled to complete within the mentioned estimated time frame. 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 vendor will be responsible for performing tasks throughout the various stages of this project. The following is a list of tasks which will result in the successful completion of this project:

- Site meeting(s);
- Project plan from the vendor on how the project will be executed;
- Updating the Reserve Bank of Fiji on the works;
- The work must be carried out with an exceedingly high level of professionalism;
- The Reserve Bank of Fiji needs to be advised if the vendor is or may face difficulty in fulfilling any of the requirements of this project;
- Proper housekeeping needs to be carried out on a daily basis (if required); and
- Upon completion of the project, a detail project completion report needs to be submitted to the Reserve Bank of Fiji.

ACCEPTANCE CRITERIA

Once the project is completed and the contractor provides their report/presentation for review and approval, the Reserve Bank of Fiji will either sign off on the approval or reply to the contractor, 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 vendor 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 vendor has met all assigned tasks.

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

OHS AND SECURITY RESPONSIBILITY

All contractors' project team members will submit security forms to the Reserve Bank of Fiji for clearance and access badges to the facility. The vendor must also ensure that all the workers onsite are provided with all personal OHS equipment. Also, all tools, ladders Scaffolding etc. should be OHS compliant.

ADMINISTRATIVE REQUIREMENTS

It is compulsory for the vendor to provide the following valid documents in their tender submission:

1. Valid FRCS compliance certificate;
2. Valid FNPF compliance certificate;
3. Valid Certificate of Exemption;
4. Updated company profile;
5. Clientele listing;



6. Public liability cover; and
7. Insurance cover.

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 their tenders within the time specified;
3. Analysis of the submitted tender will be done by the Reserve Bank of Fiji;
4. Clarification on tender submission, if necessary;
5. Awarding of tender;
6. Meeting with selected vendor in regard to project delivery and preparation of the contract terms and conditions; and
7. Contract signing.

PRICING

- Itemise all labour and material cost separately, where necessary.
- All prices should be FJD and VIP.
- Prices should be valid for at least three months.
- 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 submission, will keep in mind the delivery and support services provided by the chosen company.