



**RESERVE BANK OF FIJI**

# **REQUEST FOR TENDER**

**RBF P4 Tea Prep Renovation Project**



## OBJECTIVE

The vendor has to carry out renovation works for Podium 4 (P4) Tea Prep and design and fabricate a modern kitchen cabinet P4 GOB kitchen. These works will be carried out in Reserve Bank of Fiji (RBF) building, Pratt Street, Suva.

## TENDER SCOPE

1. It is compulsory for the vendor to conduct a thorough site inspection to reconfirm all the required measurements for the works.
2. The vendor will have to carry out the following renovation works for the P4 tea prep as per the approved drawing:
  - a. Removing electrical works:
    - i. Isolate all the GPO's
    - ii. Isolate the tube light below the top cabinet
    - iii. Remove the 2 GPO unit mountings
    - iv. Remove the tube light and its frame below the top cabinet
    - v. Remove all the cable conduits
    - vi. Remove the automatic hot water urn. The automatic hot water heater to be passed to RBF
    - vii. Install 3 GPOs – exact locations to be finalized onsite during installation
    - viii. Supply and install LED strip lighting positioned just below the top cupboard located above the sink for enhanced illumination
    - ix. During removal if any electrical fixture does get damaged then the vendor will have to replace the electrical fixtures at their own cost. The brand and specification will be approved by RBF.
  - b. Removing plumbing works:
    - i. RBF will turn off the water supply to the P4 tea prep
    - ii. Disconnect and remove all the pipework for the automatic hot water urn
    - iii. Disconnect and remove all the pipework for the existing faucet
    - iv. During removal if any pipework for the automatic hot water urn gets damaged then the vendor will have to replace the pipework at their own cost. The material and specifications will be approved by RBF.
  - c. Demolition works:
    - i. Demolish and remove the existing sink vanity top
    - ii. Demolish and remove existing top and bottom cabinets
    - iii. Discard all the materials off the RBF premises
    - iv. During demolition works, if any existing structure which is not part of this renovation works gets damaged then the vendor will have to either fix or replace at their own cost. The material and specifications will be approved by RBF
    - v. Carry out a thorough cleanup of the site.
  - d. Constructions works:
    - i. Carry out sealing and waterproofing works for the concrete substrate. The vendor to provide the waterproofing specification document together with the tender submission
    - ii. Supply and install top and bottom cabinets as per the approved drawing
    - iii. For top and bottom cabinet, supply and install 18mm melamine board shelf clash all edges with 10mm hardwood clashing trip. Adjustable shelves. The material and specifications will be approved by RBF prior to installation



- iv. For top and bottom cabinet, supply and install selected laminated finish to doors and all sides with 18mm ply boards with 2 pack paint. The material and specifications will be approved by RBF prior to installation
- v. Supply and install Hafele bin on the sink unit. The material and specifications will be approved by RBF prior to installation
- vi. Supply & install 2 row tile flash back. The material and specifications will be approved by RBF prior to installation
- vii. Supply and install all fixtures as per the approved drawing. The material and specifications will be approved by RBF prior to installation
- viii. Supply and install granite bench top and edges to be finished off by selected bullnose. Granite slab samples to be provided for selection with the tender submission. The material and specifications will be approved by RBF prior to installation
- ix. The installation of new fixtures, cabinets and granite to align with Tower 1 tea prep.
- e. Plumbing installation:
  - i. Supply and install a new heavy duty commercial grade sink. The material and specifications will be approved by RBF prior installation
  - ii. Supply and install all new wastewater pvc pipes and connection. The material and specifications will be approved by RBF prior installation
  - iii. Supply and install a new heavy duty commercial grade swivel Caroma brand faucet. The material and specifications will be approved by RBF prior installation
  - iv. Install all the pipeworks for the automatic hot water urn
  - v. If RBF does not approve the plumbing works then the vendor will have to correct it at their own cost.
- f. Electrical installation:
  - i. Install and wire 3pcs of waterproof GPO. The waterproof GPO location will be advised to the vendor onsite.
  - ii. Install fluorescent light fitting underneath the top cabinet
  - iii. Install the automatic hot water urn and carry out its electrical works. The location for the automatic hot water urn will be advised to the vendor onsite.
  - iv. All the electrical materials and specifications will be approved by RBF prior installation
- g. Commissioning:
  - i. Upon commission, provide a detailed completion report with renovation images (before and after renovation)
  - ii. Provide product and workmanship warranty certificate
  - iii. If leakages are found in any of the plumbing works, then the vendor will have to fix or replace it at their own cost
  - iv. If any faults are encountered in the electrical system, then the vendor will have to fix or replace at their own cost.

3. The vendor will have to carry out the following works for the P4 GOB kitchen:

- a. Design a modern kitchen cabinet with 2 doors open and closing concept;
- b. Upon signing the contract, the vendor will have to carry out onsite meetings with the RBF staff for the modern kitchen cabinet specifications;
- c. Vendor to provide meeting minutes (through e-mail) which states the discussed modern kitchen cabinet specifications. This will be approved by RBF via-email;



- d. Upon approval, the vendor will have to draft and submit 3 possible solutions of the modern kitchen cabinet in AutoCAD software with all elevations (2D and 3D format);
- e. From the selected possible solution, the vendor to allow 3 design amendments for design finalization;
- f. Upon design approval from RBF, the vendor will have to supply, fabricate, deliver, assemble and install the modern kitchen cabinet at P4 GOB kitchen;
- g. The modern kitchen cabinet to be fabricated with marine plywood with 2 pack paint system matching the existing cabinets; and
- h. Provide a product and workmanship warranty certificate for the modern kitchen cabinet.

4. The vendor must provide product and workmanship warranty and its terms & conditions with the tender submission.
5. The vendor must provide a detailed work plan for all the works with the project duration in a Gantt chart format.
6. The vendor must state if this project will be carried out by their staff or would it be outsourced.
7. The vendor will have to make all the logistics arrangements for this project.
8. The vendor must provide a detailed work plan for the entire project with tender submission.
9. The vendor has to be mindful of the following:
  - Maintain high level of professionalism to avoid any reputational risk;
  - Foul language is strictly prohibited; and
  - Has to comply with all emergency evacuation procedures.
10. The vendor has to maintain a very high level of housekeeping throughout the total duration of the project. The walls and carpet must be well covered throughout the duration of the project. Vendor will have to make good of any damages to the existing RBF property caused by the vendors contractor or subcontractor at their own cost.
11. The vendor is urged to inform RBF in writing regarding any issues that their staff might face either in terms of adhering to the personal protective equipment requirements or towards carrying out the said works.
12. The vendor must provide a detailed breakdown of each of the works in the quotation with company letterhead.
13. The quote is to be the Vat Inclusive Price.
14. The quoted VIP price to cover working hours, after-hours and weekends
15. The vendor must provide the proposed payment schedule in the quotation.



16. It is compulsory for the vendor to complete the Trade Summary at the end of this document.

17. The vendor will have to provide a detailed project completion report.

## PRELIMINARY AND GENERAL

18. Vendor to inform themselves fully:

- a. Each vendor must inspect and examine the site, its surroundings, to confirm all details, nature of the works and materials necessary for the completion of the works, the means of access to the site, the availability, conditions and rates of pay of labour and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender before submitting and
- b. Each vendor must make all the allowances they deem necessary to ensure the works are completed in accordance to Fiji's National Building Code;
- c. If a vendor has any doubt as to the meaning of any portion of the works, they shall, when submitting the tender, include a statement of the interpretation upon which they rely and upon which the tender has been prepared and submitted.
- d. The vendors are to strictly comply with the tender documents; and
- e. The vendor also has the chance to propose an alternative solution to the design specifications that are economical for RBF.

19. Temporary services & conveniences:

- a. The Contractor shall be able to use water and electrical services in the existing premises during the construction of the works. Sanitary services will be provided by RBF;
- b. RBF will provide all power and water necessary for the construction and amenities for all Contractors, free of charge. These services are located close to the area of work and the Contractor shall keep all services in a clean and tidy state; and
- c. The Contractor shall bring their cleaning equipment, this includes vacuum, dustpan and brooms.

20. Protection in general:

- a. Care shall be taken to protect all existing services, plant, furniture, doors, paintwork and other features from any damage. The Contractor shall be liable for any damage to the building structure or components.

### Note

- All work relating to door access control will be carried out by RBF's Plant & Properties Unit.

## TENDER SUBMISSION

All Tender Submissions are to be e-mailed to the Board Secretary, Subrina Hanif [subrina@rbf.gov.fj](mailto:subrina@rbf.gov.fj) and Manager General Administration Services, Melania Tamaue [melania@rbf.gov.fj](mailto:melania@rbf.gov.fj). All tenders are to be submitted by 10am on 6<sup>th</sup> March 2026.



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 Board Secretary through formal correspondence.

## PERIOD OF PERFORMANCE

The period of performance for this project shall depend on the vendors estimated timeframe provided in the Tender Submission. 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 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 (material logistics);
- The work must be carried out with a 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.
- 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;
7. Insurance cover;
8. Completed Trade Summary; and

## 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 in FJD and VIP.
- Prices should be valid for at least three months.
- Retention of 5% will be held for the 6 months after the vendor has successfully handed over the project to RBF.
- 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

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



## TRADE SUMMARY

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

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

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

Project Duration: \_\_\_\_\_

No.	Project Details	Project Cost (VIP)
1.	Cost of removing the existing electrical works	
2.	Cost of removing the existing plumbing works	
3.	Cost of demolition works	
4.	Cost of supplying, fabrication, delivery and installation P4 tea prep cabinets, granite and back splash	
5.	Cost of supplying and installation of plumbing works	
6.	Cost of supplying and installation of electrical works	
7.	Cost of designing the modern kitchen cabinet	
8.	Cost for supplying, fabricating, delivering and assembling the modern kitchen cabinet	
<b>Total Cost (VIP)</b>		

No.	Position	No. of Staff	Normal Rate per Hour (VIP)	Time and Half Rate (VIP)	Double Time Rate (VIP)	Meal Allowance Rate (VIP)	Transportation Rate (VIP)
1.	Forman/leading hand						
2.	Carpenter						
3.	Assistant Carpenter						
4.	Labour						
5.	AutoCAD technician						

No.	Project Material Procurement	Number of Days
1.	State the duration of procuring all the materials	
2.	State if the work will be carried out by vendors staff or outsourced	
3.	State the total number of staff deployed for this project per day	