



LAUTOKA OFFICE RENOVATION

“Term of Reference”

6/9/2024

This document contains specifications and a guideline scope of works for PRB Lautoka Renovation which is to be executed in 2024/2025. This document states guide lined quantities which shall be provisional upon the contractors site inspections and own findings. The Public Rental Board holds rights of this document thus shall not be copied and used for other purposes without a written approval.

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Renovation

A. INTRODUCTION

The refurbishment work schedule for the Public Rental Board Lautoka Office restoration instruction of all damage components of the structures to be fully functional and serviceable. This includes repair of roof cladding, ceiling, tiling, internal and external painting, external wastewater/storm water works and internal works to carpentry, electrical & plumbing, repairing and realigning of distributive and disposal v-drains and landscaping works.

To assist contractor(s), Public Rental Board's guidelines on the materials requirements and work procedures specify minimum standards expected to be attained the maintenance project.

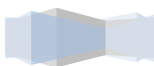
However, contractor(s) shall remain responsible in ensuring that their quotation includes all necessary materials for the maintenance and restoration. Therefore, contractor(s) shall make a **physical inspection** on the site and view guidelines as **minimum requirements** and shall ensure proper inspection before submitting the tenders. To avoid any discrepancies, PRB expects the contractor to adhere with the best practice principle.

Work specification below is to be strictly followed to achieve 100% completion of the renovation works.

B. TENDERS SPECIFICATION

Contractors shall submit tenders on general contact basis; considering the materials & works specifications, materials guidelines schedule, and the following:

- **The cover letter should clearly state the total contract sum & duration of the works.**
- **Clearly state the validity date of the tender price to be 120 days from the closing of the tender.**
- **Work program.**
- **Complete table 1 – Scheduling pricing.**
- **Contractor Profile.**
- **Insurance cover.**
- **Top personnel biodata.**
- **FRCA & FNPF compliance certificate.**
- **OHS Compliance certificate.**
- **Confirmation to provide a bank guarantee equivalent to 10% of the contract sum or cash payment before commencement date of works.**
- **Past 3 years financial statements**
- **Payment schedule.**
- **Confirmation that PRB shall retain 5% on every payment claim submitted by the contractor and shall be released at the completion of the defect liability period.**
- **That the defect liability period shall be 3 months after the practical completion.**
- **Must Submit at least three (3) referees.**



- All tenders shall summarize or breakdown their submission and obey the stages of the works strictly in accordance with the listing as follows:

Table 1 Schedule of Pricing

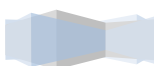
STAGE NO:	SCOPE OF WORKS	TOTAL COST BREAKDOWN
1	General Carpentry	\$
2	Plumbing Works (interior/exterior)	\$
3	Electrical Works (interior/exterior)	\$
4	Tiling Works (living room, kitchen floor rubber tiles, bathroom)	\$
5	Roof Plumbing	\$
6	Painting Works (interior/exterior)	\$
7	External works (footpaths/v-drains/ Fencing)	\$
8	Roofing works	\$
9	New extension (Uplift of roof/relocation of bathroom & toilet/storeroom/changing area/kitchen)	\$
10	Aluminum Partitions (Frosting/signage)	\$
10	Landscaping Works (PC Sum)	\$3, 000.00
	Sub Total (VIP)	\$
11	Contingency Fund 10% of contract sum	\$
	TOTAL COST (VIP)	\$

The stages of work are to be strictly followed by the contractor as specified above from 1 – 10.

C. WORKS INSPECTIONS & ESTIMATION

Material quantity for the general maintenance is specified and listed as per attached. Precludes any other works that may be later clarified by the Supervising Officer.—The contractor(s) shall be expected to undertake its own estimates of overall renovation works from:

- a) Physical inspection of building components that requires repairs,
- b) Ensure understanding of materials guidelines, materials and branded in material list & works specifications,
- c) Seek clarification from the supervising officer at the headquarter office.



D. CONTRACTORS BOND

The successful contractor shall be required to deposit a performance bond equivalent to 10% of the contract sum by cash or Bank guarantee or any other arrangement accepted on discussion with the Board.

E. PROGRESS PAYMENT

Payment of contract works shall be made on a progress payment bases on request at least on **two weeks interval** and in accordance with the assessment of the Supervising Officer of PRB, thus payments will be prepared in accordance with the Supervising Officer progress percentage schedule of payment.



F. MATERIALS SPECIFICATION

1. **Sewer & Waste Lines:** Replace or repair any faulty sewer or waste pipes.
2. **Gully Trap Lid:** Replace damaged gully trap lids according to the specified sizes.
3. **Pressure Pipes:** Replace any existing and leaking PVC water pipes (surface laid). All 12mm diameter brass fittings (e.g., bib taps, hose taps, stop cocks) must be of the Pegler brand.
4. **Toilet Seats:** Install Caroma, Tasman, or Dux toilet seats. Ensure the new seats fit well with the existing toilet pans.
5. **Tiles:** Tile lounge, toilet and bathroom, storeroom, changing room and kitchen floors with 600 x 600mm ceramics (non slippery) tiles. Plaster all uneven surfaces before tiling. Provide tile samples for approval before installation.
6. **Grouting:** Regrout all damaged tiles with an approved colour as directed by the supervising officer.
8. **Louvre Blades:** Install 5mm clear or standard dressed cast louvre blades. Replace existing glass with obscure glass in toilets and bathrooms; use clear window glass elsewhere.
9. **Locks:** Use NZ or Pacific Night Legge, or any quality night latch locks. Install Ledge, Major, or any quality mortice locks, with prior approval from the supervising officer.
10. **Doors:** Repair and reinstate all defective doors to operational condition.
11. **Door Frames:** Replace with 100x50mm new hardwood dressed treated timber door frames, rebate or grooved to match existing ones. For rotten door jambs, allow for a 0.5m extension on each side.
12. **Window Shutters:** Enclose all glass openings without grills using 50 x 50mm galvanized mesh shutters, welded with 4mm steel lugs and securely dyna-bolted to concrete walls. Ensure that louvres are clear from the shutters.
13. **Footpaths:** Remove and replace all damaged concrete footpaths with 15 MPa concrete to match existing width and thickness. Ensure all blocks have access to a footpath from the roundabout to each individual flat.
14. **V-Drains:** Replace or repair and realign all damaged v-drains according to gravity fall.
15. **Plaster:** Plaster all broken or cracked concrete surfaces (floor, walls, etc.) smoothly. Use a plaster mix of 3 parts fine aggregate and 1 part cement, including plasticizer as per the manufacturer's instructions, with a painted finish.
17. **Ceiling:** Replace defective or missing ceiling boards with 4.8mm Masonite board or 4mm interior ply, nailed to 50x50 noggings at 600mm centres. Check and conceal all electrical wiring in the ceiling.
18. **Internal Doors:** Provide a 9mm interior ply door leaf framed with 75x25 battens on the sides, including a 100mm pad bolt on both sides. Install the door with 2-100mm brass hinges, screw-fixed to a 75x40mm treated dressed door jamb and head. Provide door stoppers.



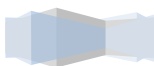
19. **Roof Covering:** Replace all roof cover to match the existing type of roofing iron. Replace all rusted ridge caps to match the existing roof types.

20. Recommended Brands for General Maintenance:

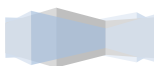
- Louvre Frames: Genuine NACO, Wind Brand
- Pressure Pipe Fittings (e.g., stop cocks, hose taps, bib taps): Pegler
- Cistern: Tasman, Dux, Caroma (side entry)
- Toilet Pan: Tasman, Dux, Caroma
- Paint: Resene High Premium, Semi-Gloss, Enamel Silver, Galvo Primer
- Electrical: PDL or any other approved quality brand by EFL

G. WORKS SPECIFICATION

1. **ROOF COVERING:** Change all roofs covering, flashings and ridge caps to match existing. Roof to be water blasted thoroughly and apply 1 coat galvo primer and 2 coats finishing silver enamel roof paint.
2. **FASCIA & BARGE BOARDS:** Replace all defective fascia and barge boards with treated and dressed pine.
3. **GUTTER DRAINS:** Gutter drains shall be replaced with Typhoon gutter, gutter brackets, and joiners. Install new rain-heads and so right and left block ends. Clean all gutters.
4. **DOWN PIPES:** Replace all down pipes with 80mm diameter PVC pipes. Position down pipe clips at every one-meter maximum center (2 per DPipe) and ensure proper discharge of storm water to vee drains.
5. **V-DRAINS & STAIRS:** All damaged and missing concrete v-drains shall be replaced re-aligned to concrete fall to ensure proper water flow. All damaged stairs & missing railings shall be repaired or replaced.
6. **GULLEY TRAPS:** Clean and align all gulley traps, seal all lids with slight plaster on sides.
7. **SEWER AND WASTE LINES:** All defective sewer and waste lines shall be properly fixed to full operational condition. All sewage and waste pipes lids and joints shall be securely airtight. All sewerage and waste lines shall be replaced or as directed by the Supervising Officer. All 4" terminal vent pipes must be replaced if missing.
8. **KITCHEN SINK:** Replace sinks, sink bench (use hydro panel boards) and fittings with approval to the supervising officer.
9. **TOILET PANS:** Replace all defective toilet pans, seats and fittings.
10. **TILES:** Replace all loose tiles thoroughly chip and prepare surface for new tiles adequate CTF adhesive to be applied. This shall be confirmed by the Site clerk.
11. **CISTERNS:** Shall be Tasman/dux/caroma side entry dual flush and replace all defective toilet cisterns and fittings.
12. **SHOWER AND SHOWER ROSE:** Replace all defective shower rose and arm.
13. **WASH TUB:** Replace wash tubs and fittings ensure all wash tubs are firm and securely fixed. New wash tubs shall contain proper plastic or brass grating.
14. **STOP CORK/BIP TAP:** Replace all defective fittings (i.e., Stop corks, bib taps etc.) with **Pegler brand** approved by Supervising Officer.



15. **WASTEWATER PIPING:** All waste line vent pipes shall be covered with vent cowls 900mm above the roof cover line.
16. **PLASTER:** Chip and plaster all uneven surface to toilet and bathroom floors and walls. Verandah/porch floors, v-drain, footpaths, all door nibs, and internal walls and rub down to match existing.
17. **SURFACED BATHROOM PIPES:** All surface pvc pipes have pvc clips at every 300 centers to ensure that the pipe is securely fixed to the wall.
18. **WINDOW LOUVER GLASSES:** Replace all missing louver glasses (clear and obscure)
19. **LOURVE FRAME WINDOWS:** All louver frames shall be NACO BRANDS or any other approved brands. Where louver frames are still in good working condition it is to be well lubricated, apply one coat rust guard if rusted and reinstalled.
20. **DOOR FRAMES:** All deteriorated door frames shall be neatly cut & joint to a level depending on the extent of the deterioration and well secured to conc. wall with D10 x 100mm dynabolt. This is to be verified first with the site clerk.
21. **ELECTRICAL:** The contractor shall ensure that all electrical repair and replacement work is carried out on the 25 flats. The contractor shall also provide all electrical fittings and wirings to all buildings (interior/exterior) or as directed by the Supervising Officer in accordance with EFL standard and procedures. All electrical work shall be undertaken by a registered and licensed electrician.
22. **SURFACE PREPARATION FOR PAINTING:** All existing surfaces (concrete and timber) shall be cleaned thoroughly and all flanking paints, dust, uneven surfaces be rubbed down, fill all gaps filled with approved filler. Allow to skim walls that is cracked externally or internally using 'Asian Wall Putty' to give a smooth surface.
23. **WINDOW & DDOR FRAMES** – Contractor must eliminate the use of wood for all window openings, due to the fact we face termite infestation. Recommend using aluminum. DPC must be inserted before installation.
24. **PAINTS:** All paints to be used for the entire project shall be quality paint or as directed by the Supervising Officer. The site clerk shall give approval for all painting once he is fully satisfied with the surface preparation works.
 - a. **External walls:** apply one coat acrylic undercoat and one coat semi-gloss **Deep Ocean** or two coats where necessarily applicable apply premium paint up to windowsill height and one/two coats semi-gloss **Blank Canvas** Resene/International high premium paints for the rest of the upper walls including the eaves batten.
 - b. **Internal walls:** apply one coat acrylic undercoat; therefore, two coats semi-gloss **Mercury** Resene high premium paints.
 - c. **Fascia, barge boards, Eaves batten** apply one coat acrylic undercoat and two coats Resene high premium oil base **Deep Ocean**.
 - d. **Shelves, sink bench:** apply one coat acrylic undercoat; and two coats high premium oil base **Leadman**.
 - e. **Bathroom and Main door:** apply one coat acrylic undercoat; and two coats Resene high premium oil base **Manor Red**.
 - f. **Roof:** apply 1 coat **Galvo Primer** and 2 coats finish **silver** enamel roof paint. The outside painting should be the last stage of works to be executed on site and prior to the site cleaning stage. Inside paint shall be coordinated by the site clerk to always minimize inconvenience to tenants. All paint colors shall be verified by the Supervising Officer prior to the commencement of the painting works.

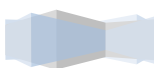


25. **ELECTRICAL:** All defective light switches, power point, batten holders, wiring to be checked and repaired and all sub boards and meter box are to be changed to match EFL standards. Supervising Officer to be informed of complex cases that needs EFL approval before work is carried out. The contractor should ensure that all external lighting is functional and provide lighting to dark areas. The contractor should allow for the upgrading of old sub boards in every flat for the 5 blocks.
26. **OVERGROWN TREES & HEDGES:** All overgrown trees to be removed and hedges trim to knee height. Safety of tenants to be a priority when this work commences. Approval from the Supervising Officer to be sought prior to any removal of overgrown trees.
27. **External works & footpaths** –Allow to install five (5) rows of blocks at the rear of the project at the Conner and make good all existing fencing at the rear of the building and entrance. Re-align v-drains and ensure that it is in its correct fall. Construct footpaths and ensure that all flats have access to footpaths.
28. **Sign Board**– The contractor is to allow for the installation of a sign board, after completion of all works to the satisfaction of the client.

NOTE: All works stated above must be signed off by the tenants, site clerk and the contractor after satisfactory completion of each flat.

The contractor's scope of work includes the following:

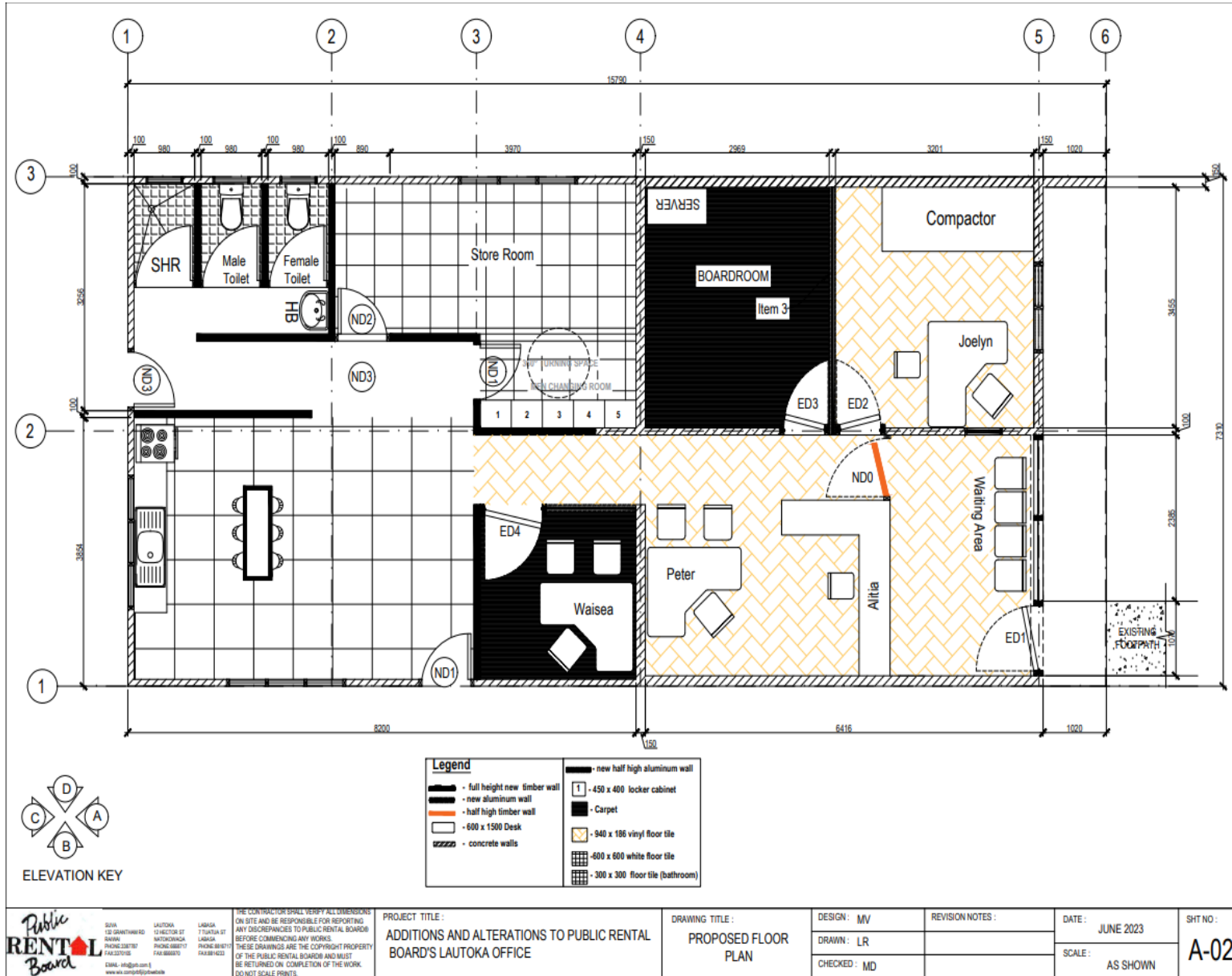
1. Upgrading the extension as specified.
2. Adhering to the attached floor plan unless an approved alternative option is proposed and authorized by the Project Manager.
3. Notifying the Project Officer of any changes to the approved plans.
4. Including landscaping work within the scope of the project.
5. Factoring the cost of a signboard into the overall budget.
6. Utilizing aluminium partitions as indicated in the floor plan.
7. Reusing any materials from the office is permitted, provided that the supervising officer is notified, and the reuse is documented.
8. Demolishing and removing the small shed located beside the office from the site.



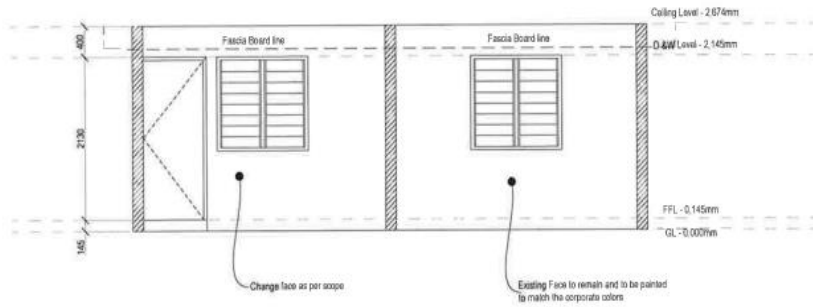
I. SITE LOCATION



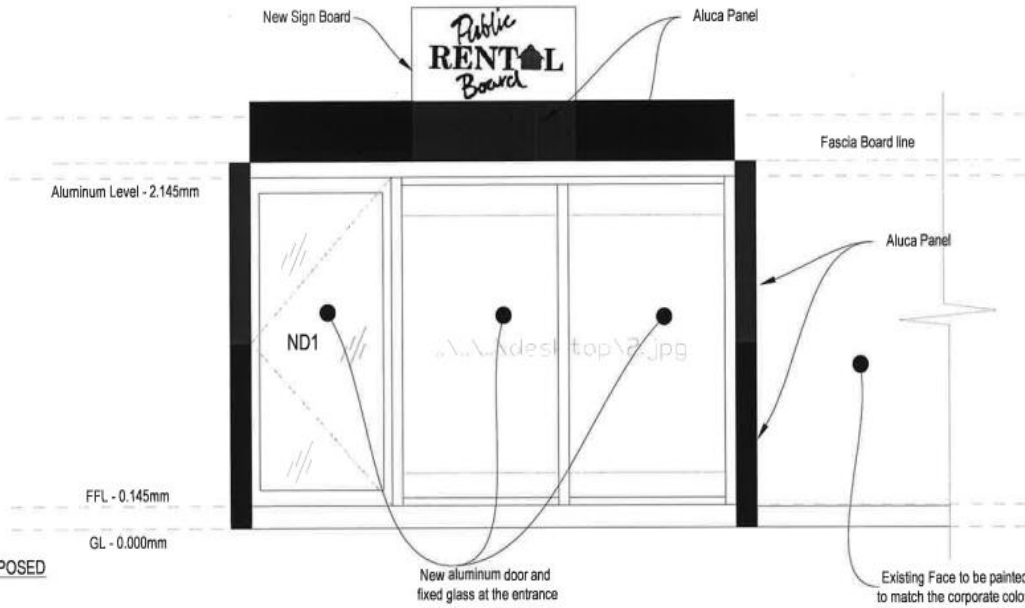
L. TYPICAL FLOOR LAYOUT PLAN



LAUTOKA OFFICE RENOVATION | 2024



ELEVATION A - EXISTING
SCALE 1:50



ELEVATION A - PROPOSED
SCALE 1:25



DATE: 15/05/2019
DRAWN BY: J. HARRIS
CHECKED BY: J. HARRIS
SCALE: 1:25
PROJECT NO: 19/0001

LAUTOKA OFFICE RENOVATION
132 GRANTHAM ROAD
RAIWAQA
THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND BE RESPONSIBLE FOR REPORTING ANY DISCREPANCIES TO PUBLIC RENTAL BOARD BEFORE COMMENCING ANY WORKS. THESE DRAWINGS ARE THE COPYRIGHT PROPERTY OF THE PUBLIC RENTAL BOARD AND MUST BE RETURNED ON COMPLETION OF THE WORK. DO NOT SCALE PRINTS.

ADDITIONS AND ALTERATIONS TO PUBLIC RENTAL BOARD'S LAUTOKA OFFICE

EXISTING & PROPOSED FRONT ELEVATION A

MV
MV
MD

MAY 2019
AS SHOWN

A-03



M. ADVERTISEMENT



TENDER 16/24– PRB LAUTOKA OFFICE RENOVATION

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable rental flats to low-income earners is inviting TENDERS from reputable Building Contractors or Construction Companies to carry out the renovation works for our Public Rental Board office located at Natokowaqa, Lautoka.

Terms of Reference outlining overall works will be available on the PRB's website www.prb.com.fj from Wednesday 18/09/2024.

Tenders are to be marked "**Tender 16/24 – PRB Office Renovation Lautoka**" and addressed to:

The General Manager

Public Rental Board

PO Box 5275

Raiwaqa.

and all submissions shall be uploaded to our the PRB website www.prb.com.fj. no later than **3.00pm on Friday 28th September 2024.**

Lowest or any other offer will not necessarily be considered. PRB reserves the right to reject any tender.

Contact person is **Litia Ralovo** on telephone **3387787** or email at tender@prb.com.fj.

