



McFarlane Estate General Maintenance

“Term of Reference”

6/9/2024

This document contains specifications and a guideline scope of works for PRB McFarlane Estate General Maintenance 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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General Maintenance & Refurbishment

A. INTRODUCTION

The general maintenance and refurbishment work schedule the (45) forty-five rental flats and consisting of (6) six blocks and community hall, specifies the maintenance and 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.

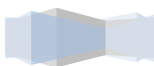
However, contractor(s) shall remain responsible in ensuring that their quotation includes all necessary materials for the maintenance and restoration. Therefore, contractor(s) shall make a **physical inspection** on the site and view guidelines as **minimum requirements** and shall ensure proper blocks and flats 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 general maintenance.

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

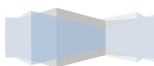
STAGE NO:	SCOPE OF WORKS	TOTAL COST BREAKDOWN
1	General Carpentry	\$
2	Plumbing Works (interior/exterior)	\$
3	Electrical Works (interior/exterior)	\$
4	Tiling Works (living room, kitchen floor rubber tiles, bathroom)	\$
5	Roof Plumbing	\$
6	Painting Works (interior/exterior)	\$
7	External works (footpaths/v-drains/railings/clothesline/Hall Fencing)	\$
8	Landscaping Works (PC Sum)	\$7, 000.00
	Sub Total (VIP)	\$
9	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 – 9.

C. WORKS INSPECTIONS & ESTIMATION

Material quantity for the general maintenance is specified and listed as per attached. The listed materials schedule is net quantity of each flat as determined on 29/08/2024 and precludes any other works that may be later clarified by the Supervising Officer.—The contractor(s) shall not rely solely on the list of materials or scope of works provided by PRB as it is only a guideline, but shall be expected to undertake its own estimates of overall maintenance works from:

- a) **Physical inspection of building and flats 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.**

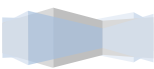


D. CONTRACTORS BOND

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.

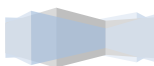
E. PROGRESS PAYMENT

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 100mm or 75mm sewer or waste pipes.
2. **Gully Trap Lid:** Replace all damaged gully trap lids according to the specified sizes in the attached scope of work/material list.
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 all kitchen sinks with 300 x 300mm glazed tiles. Use 300 x 300mm rustic tiles for bathroom floors and 300 x 300mm ceramic tiles for bathroom walls (1 row above the wash tub) or any tiles approved by the supervising officer. Tile lounge, bedroom, and kitchen floors with 300 x 300mm Vinyl (rubber) 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.
7. **Brass Cabin Hooks:** Install 4 cabin hooks, screw-fixed, to the bathroom doors in all flats.
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 & Railings:** Remove and replace all damaged concrete footpaths with 15 MPa concrete to match existing width and thickness. Replace missing galvanized railings as identified by the site clerk. 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.



16. **Cloth Lines:** Remove all defective clothesline components and replace them with new galvanized materials. Apply one coat of full gloss rust guard plus one coat of full gloss enamel to rusted clothesline components. Replace all defective components in timber post clotheslines.

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.

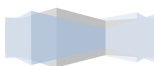
19. **Roof Covering:** Replace any leaking roof cover to match the existing type of roofing iron. Replace all rusted ridge caps to match the existing roof types.

20. Recommended Brands for General Maintenance:

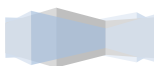
- Louvre Frames: Genuine NACO, Wind Brand
- Pressure Pipe Fittings (e.g., stop cocks, hose taps, bib taps): Pegler
- Cistern: Tasman, Dux, Caroma (side entry)
- Toilet Pan: Tasman, Dux, Caroma
- Paint: Resene High Premium, Semi-Gloss, Enamel Silver, Galvo Primer
- Electrical: PDL or any other approved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

G. WORKS SPECIFICATION

1. **ROOF COVERING:** Replace all defective 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 faulty sinks, sink bench (use hydro panel boards) and fittings.



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. **SINK BENCH AND CUPBOARD:** Replace all defective wooden components of the sink bench.
19. **WINDOW LOUVER GLASSES:** Replace all missing louver glasses (clear and obscure)
20. **LOUVER 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.
21. **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.
22. **ELECTRICAL:** The contractor shall ensure that all electrical repair and replacement work is carried out to 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 license electrician.
23. **CLOTH LINES:** the contractor shall provide new fittings to all cloth lines. All connection to repair works to galv. pipe cloth lines shall be welded as required.
24. **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.
25. **WINDOW FRAMES** – Allow to install 6 x 2 treated and dressed timber frames to all window openings and dyna bolted to concrete wall using M12 x 100mm. DPC must be inserted before installation. Apply pink primer to all timber frames.
26. **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.

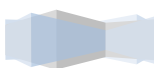


- b. Internal walls:** apply one coat acrylic undercoat; therefore, two coats semi-gloss **Mercury** Resene high premium paints.
- c. Fascia, barge boards, Eaves batten** apply one coat acrylic undercoat and two coats Resene high premium oil base **Deep Ocean**.
- d. Shelves, sink bench window and door frames:** 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, Cloth lines:** 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.

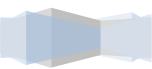
- 27. **ELECTRICAL:** All defective light switches, power point, batten holders, wiring to be checked and repaired and all sub boards and meter box are to be changed to match EFL standards. Supervising Officer to be informed of complex cases that needs EFL approval before work is carried out. The contractor 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.
- 28. **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.
- 29. **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.
- 30. **Estate Sign Board, Block and Flat numbering** – The contractor is to allow for the installation of a sign board, block, and flat numbering 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.



H. SCOPE OF WORKS (FLAT BY FLAT)





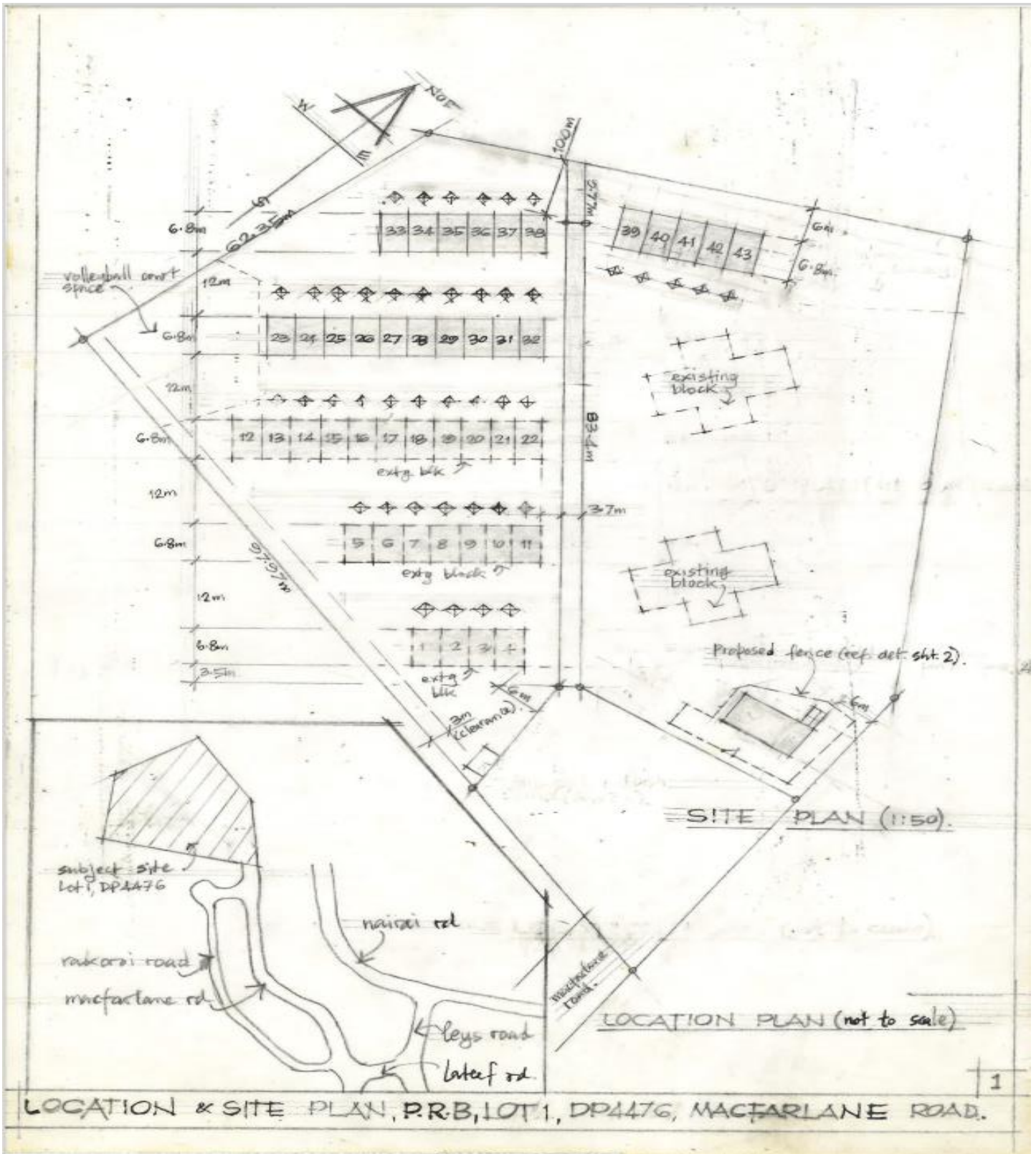
I. MATERIAL SUMMARY



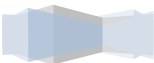
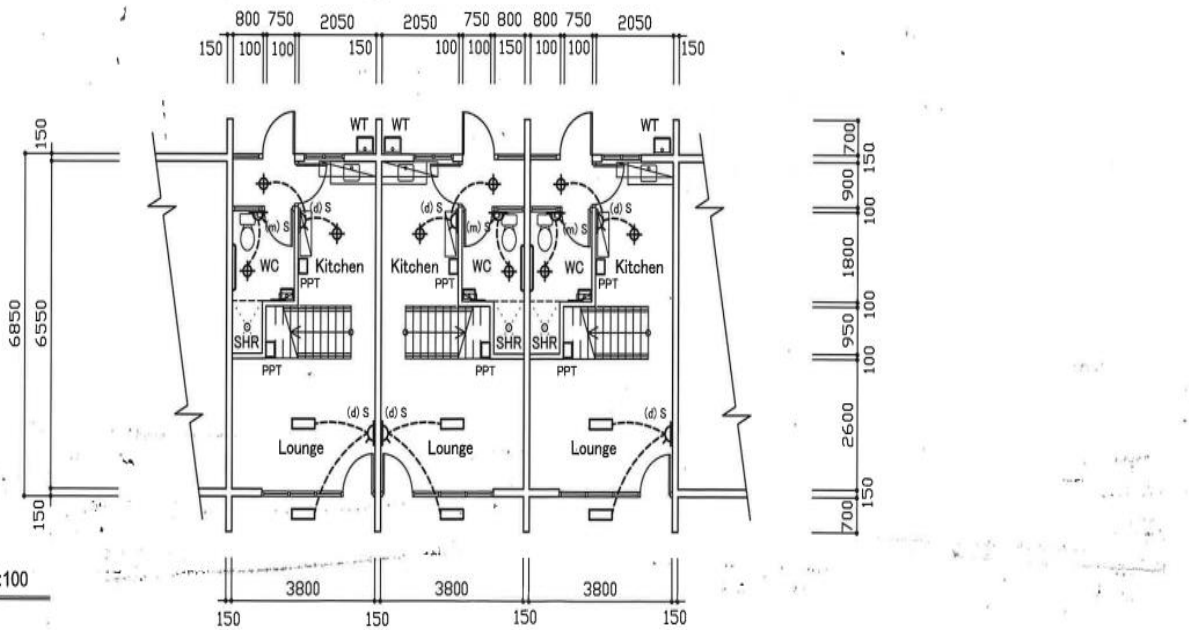
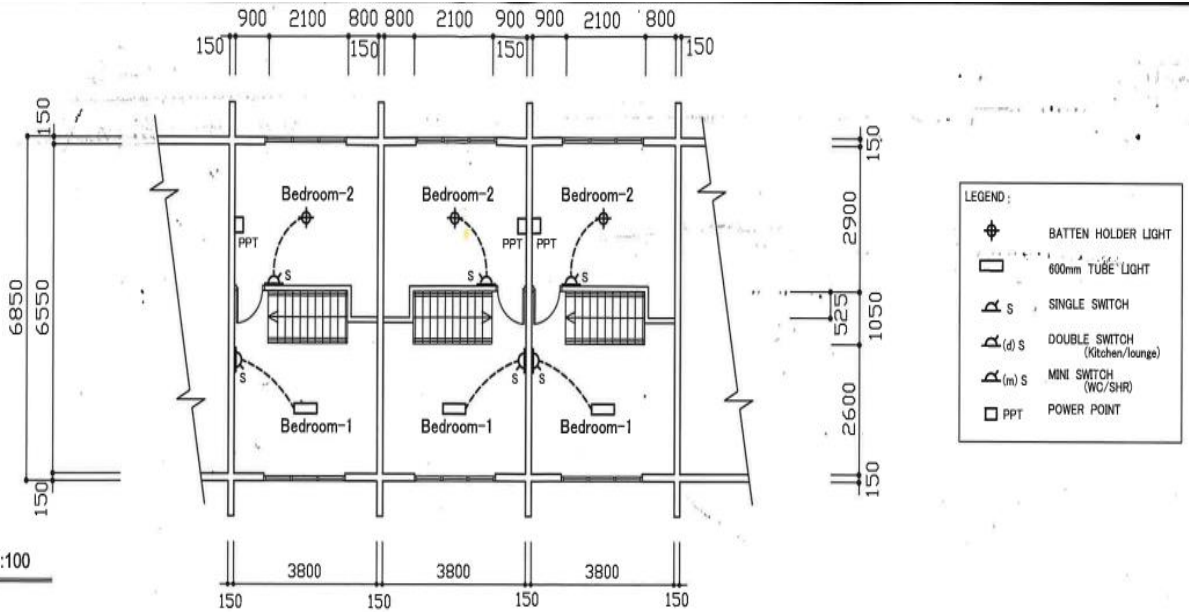
I. SITE LOCATION



J. FLAT LOCALITY PLAN/SITE PLAN



L. TYPICAL FLOOR LAYOUT PLAN



M. ADVERTISEMENT



TENDER 17/24– MCFARLANE GENERAL MAINTENANCE

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 general maintenance works at their PRB McFarlane estate, Suva.

Terms of Reference outlining overall works will be available on the PRB's website www.prb.com.fj from Wednesday 11/09/2024.

Tenders are to be marked "**Tender 17/24 – McFarlane General Maintenance**" 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 litiat@prb.com.fj.

