



TERMS OF REFERENCE – NAMELIMELI PROJECT CONSTRUCTION OF ACCESS ROAD

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable rental flats to low-income earners, PRB invites tenders from registered and reputable civil or earthmoving contractors to provide a fee to construct and widen an access road and construct a roundabout at testing points at our Namelimeli site to allow for our Geotechnical Engineer to carry out geotechnical investigation works.



Figure 1 – Locality Plan

1.0. Project Overview

The project involves:

- i. Widening the access road from the main road to the Namelimeli site in Navua.
- ii. Constructing a roundabout to ease maneuvering with in site during testing and improve site accessibility.
- iii. Preparing two designated areas for geotechnical testing.

The goal is to facilitate geotechnical testing and ensure safe access for testing equipment and personnel.

2.0. Objectives

- i. Widen the current access road to 4m to accommodate heavy machinery.
- ii. Prepare two geotechnical testing sites as indicated on the plan annexed.
- iii. Construct a functional 20m diameter roundabout at the testing area.

3.0. Site Inspection

The contractor will conduct its own site inspection with the Project Manager prior to making their submission of fees.

Scope of Work

3.1. Road Widening

- Location: From the main road to the designated site.
- Specifications:
 - i. Expand road width from 2.2m to 4m along the designated section.
 - ii. Perform excavation, grading, and compaction for a stable road base.
 - iii. Ensure smooth transitions between widened sections and the existing road.
 - iv. Install drainage systems, including culverts, to manage water flow and prevent erosion.
 - v. GAP 65 shall be used and compacted well.

3.2. Geotechnical Testing Areas

- Locations: Two specific points on the access road, approximately 6m and 12m from the site entrance.
- Specifications:
 - i. Clear and level the areas, removing vegetation and debris for only the access points A& B (as marked).
 - ii. Provide a stable 20m diameter platform at each borehole centre for equipment and vehicles.
 - iii. GAP 65 shall be used and compacted well.

4.0. Roundabout Construction

- Location: At the designated turning point on the access road.
- Specifications:
 - i. Construct a 20m diameter roundabout to facilitate turning and improve site operations.
 - ii. GAP 65 shall be used and compacted well.

5.0. Deliverables:

- i. A widened and stabilized access road.
- ii. Two cleared, levelled, and stabilized geotechnical testing areas.
- iii. A fully constructed and operational roundabout.
- iv. Completion report detailing work done, materials used, and encountered issues.

6.0. Timeline:

- Project Start: January 2025.
- Completion Target: Mid-January 2025 (weather permitting).
- Specific milestones:
 - i. Site mobilization.
 - ii. Completion of road widening.
 - iii. Completion of roundabout construction.
 - iv. Final handover.

7.0. Requirements and Specifications

- Comply with local construction regulations and safety standards.
- Use industry-standard materials for road and site preparation.

8.0. Health and Safety

- Follow all health and safety regulations.
- Equip all workers with appropriate personal protective equipment (PPE).
- Conduct a site-specific risk assessment and implement necessary safety measures.

9.0. Contractor Responsibilities

- Mobilize labour, equipment, and materials.
- Coordinate with local authorities to minimize disruptions.
- Manage subcontractors (PRB should be notified if any).
- Complete works within the approved timeline and budget.
- Provide weekly reports and submit to the Officer in charge (PRB).
- Report challenges or delays to the Officer In charge (PRB) promptly.

10.0. Pricing Details:

The contractor must provide pricing for the following:

No.	Specification	Total Cost
1	Road Widening (2.2m to 4m) – Section A	
2	Roundabout Construction (20m diameter) – Point 1	

3	Roundabout Construction (20m diameter) – Point 2	
4	Road Access to Section A to Point 1 (4m wide) – Section B	
5	Road Access to Section B to Point 2 (4m wide) - Section C	
6	Installation of Culverts (Section A – 2nos and Section B - 2nos) – Main Road and access to the site	
	Total VEP	
	VAT 15%	
	Total VIP	

Note: The contractor must clearly indicate any additional work that is required and have it clearly stated in their submission.

11.0. Payment Terms:

- Payment will be made based on progress and submission of relevant documentation.
- Final payment upon satisfactory completion and handover.

12.0. Confidentiality:

- The contractor must maintain confidentiality and sign a non-disclosure agreement.

13.0. Tender Submission shall include but not limited to the following:

- i. Company Profile and Registration Details.
- ii. TIN Letter and Certificate of Exemption.
- iii. Valid membership with the surveyor’s registration board.
- iv. OHS Certification and Liability Insurance.
- v. Past Work Experience (last 5 years).
- vi. Human Resources Breakdown.
- vii. Proposed Timeline, Assumptions, and Limitations.
- viii. Fees and Charges.
- ix. References for similar projects.

Tenders are to be marked “Namelimeli Project Civil Works” and addressed to:

**The General Manager
Public Rental Board
PO Box 5275
Raiwaqa.**

and all submissions shall be deposited in the box provided on the ground floor, PRB head office, Raiwaqa no later than 3.00pm on Friday 13th December 2024.

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

Contact person is Litia Ralovo or Michael Vaurasi on telephone 338 7787 ext 118 or email at litiat@prb.com.fj or michaelv@prb.com.fj

14.0. Appendix

1. Topographical Survey
2. Mark up of location of works