



## Terms of Reference - Services Engineer

### 1. Introduction

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable social housing to low-income earners is inviting TENDERS from reputable & registered services engineers for the proposed Lagilagi 16-Unit, Two Four-Story Building Project at Lot 1 – DP 10859, Jittu Road:

The services engineer will be required to conduct the following:

- i. Design of Services Plan & certify (i.e. Electrical, Hydraulics & Fire Protection) for the proposed 16 units – Two Four Story project.
- ii. Inspections at certain stages of the project and provide a completion report / engineering certificate which will assist the Suva City Council in providing the completion and occupancy certificate.

### 2. Tenders shall include but not limited to the following:

- i. Company Registration;
- ii. FRCS Compliance Certificate;
- iii. FNPF Compliance Certificate;
- iv. Services Engineer's Profile;
- v. Services Engineer past work experience, including examples of recent projects of similar size and scope;
- vi. Human resource bio-data, including key personnel to be included in this project;
- vii. Team leader leading this project must have a minimum of 10 years work experience in the construction industry;
- viii. A covering letter which shall provide the total contract price;
- ix. Services Engineer's confirmation to commence work immediately, including resources being made available immediately or not more than a week after being officially awarded the contract;
- x. The Services Engineer shall inform the client on any other works required (if applicable);
- xi. The Services Engineer shall ensure that all works carried out is in accordance to plans and specifications and;
- xii. The Service Engineer shall ensure that work is not subcontracted without prior consent from the client.

### 3. Scope of Works

1. The engineer/consultant shall design serviced plan & certify (i.e. Electrical, Hydraulics & Fire Protection) for the proposed 16 units – Two Four Story project.
2. The engineer/consultant shall conduct its independent inspection on the level of completion of each building and notify the client / project manager the level of completion for each building and other works that is required for the engineer to issue an engineering certificate.
3. The engineer/consultant shall study the detail drawings to fully understand the structures.
4. The engineer/consultant shall clearly indicate in their tender the stages of inspections required in order to prepare the final completion report which shall be sufficient for the Suva City Council to issue a completion certificate.
5. The Project manager shall request for an inspection as and when the need arises thus the engineer/consultant or its representative shall attend to the request without causing delays to the overall works.
6. All inspection carried out shall be accompanied by an inspection report within 5 working days.
7. The engineer/consultant shall not work outside the approved plan parameters unless advised by the Project manager.
8. All disbursement costs shall be stated in the tender submitted.
9. The engineer/consultant shall understand and consider the “Low-Cost Build” concept whilst making any recommendation.
10. The engineer/consultant shall practice at its best level to inspect the structures and on time keeping in mind the approved plans and cost factor.
11. The employer shall retain the engineer’s/consultant services till the completion of the project.
12. The engineer/consultant shall also advise the Project manager on any other works required.
13. All approvals by the engineer/consultant shall be communicated through a formal instruction/letter/report to the project manager. All approval communicated through email/verbally shall be formalized with 24 hrs.

14. All defects picked up during inspections shall be communicated to the project manager/contractor with 24hrs from the time of inspection.

15. The engineer/consultant shall select its representative for the entire project and made known to the project manager in writing. If there is any changes to its representative the project manager shall be advised accordingly.

#### 4. Tender Price

- i. A VIP lump sum fee which shall include the proposed & certified design & all staged inspections shall be provided.
- ii. The fee cost shall include the following:

Description	Cost
Design & certified of Proposed Services drawings	\$
Preliminary Inspections and report	\$
Review/analyze tender submissions and submit report with recommendations	\$
Construction Supervision	\$ /month or inspection
Additional monthly Supervision if required	\$
Commissioning, testing and Completion Certificate	\$
<b>Total Cost</b>	<b>\$</b>

All prices to be VIP and should be based on scope and not to be based on percentage of project cost.

No extra fees will be paid for change in contract price. Fee to also include attendance of meetings and variations on fees will be approved upon change in scope of works. The engineer/consultant shall also advice any other item to be included in its fees. The Tender shall also include a payment schedule.

## 5. Tender Requirements

1. The Engineering firm shall be a recognized member of the Fiji Institute of Engineers (FIE).
2. A copy of the FIE membership certification shall be attached with the Tender.
3. All consultants to have minimum Professional Indemnity cover of FJD\$1,000,000.
4. The Engineer shall also be recognized by the Suva City Council.

Tender process and all tenders are to be marked **“Proposed Lagilagi Phase 3 – Services Engineer”** and addressed to:

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

and all submissions shall be uploaded to the PRB website [www.prb.com.fj](http://www.prb.com.fj) no later than 3.00pm on Friday 21st March 2025.

Contact person is Lorima Vunibola on telephone 3387787 Ext.143 or email at [tender@prb.com.fj](mailto:tender@prb.com.fj)

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

### Appendices:

1. *Architectural & Structural Drawings*
2. *Specifications*