



### *Terms of Reference*

## **Public Rental Board (PRB) – Lagilagi (Phase 3) Construction**

### **1. Introduction**

The Public Rental Board (PRB), a Commercial Statutory Authority, provides affordable rental housing to low- and middle-income households. To address increasing demand, PRB is developing **16 two-bedroom flats** at **Lot 1 Lagilagi Housing, Jittu Road**, utilizing a “*Smart Build*” concept. This approach emphasizes cost-efficient construction while adhering to the National Building Code and ensuring high-quality, durable housing for tenants with combined household incomes of **\$80–\$317 per week**.

### **2. Project Overview**

- **Location:** Lot 1 Lagilagi Housing (DP 10859, Jittu Road).
- **Scope:** Construction of two four-storey buildings (8 flats each).
- **Design:** Compliant with Fiji National Building Standards, optimized for affordability and quality.
- **Contract Type: Fixed Lump Sum.** Total price is fixed unless variations are approved in writing by PRB.
- **Insurance:** Contractors must provide coverage equivalent to the total project cost.
- **Feasibility Study:** Contractors must conduct and submit findings with their tender.

### **3. Tender Submission Requirements**

#### **A. Company Credentials**

1. Contractor profile (including past project experience).
2. Valid Company Registration Certificate.
3. Certificate of Exemption (if applicable).
4. FRCA Tax Compliance Certificate.
5. FNPF Compliance Certificate.
6. Occupational Health and Safety (OHS) Certification.

**B. Financial & Resource Capacity**

7. Audited financial statements for the past 3 years.
8. Inventory of equipment, tools, vehicles, and machinery.
9. Human resource bio-data (key personnel).

**C. Project Proposal**

10. Detailed project timeline (start date, milestones, completion).
11. **Fixed Lump Sum Priced Trade Summary** (total contract price must align with the cover letter and remain fixed for 90 days).
12. Payment drawdown schedule (linked to fixed milestones).

**D. Legal & Insurance**

13. Proof of insurance:
  - Public Liability.
  - Workers' Compensation.
  - Contractors' All Risk.
14. Tender Deposit: \$3,000 (receipt from PRB's cashier attached).
15. Performance Bond: 10% of contract value (cash/bank guarantee within 2 weeks of contract signing).

**E. Contract Terms**

16. Confirmation of ability to mobilize within 2 weeks of contract award.
17. Defects Liability Period: 12 months post-completion.
18. Retention: 10% withheld on payments; released after defects period.
19. Tender price validity: 90 days from submission deadline.
20. **Fixed Lump Sum Basis:** The total contract price is fixed. Variations will only be considered under PRB-approved written instructions.
21. Contract template: AS4000 (adapted for fixed lump sum terms).

**F. Trade Summary**

| STAGE NO:                            | SCOPE OF WORKS                      | TOTAL COST BREAKDOWN (VIP) |
|--------------------------------------|-------------------------------------|----------------------------|
| 1                                    | Preliminaries & General             | \$                         |
| 2                                    | Excavation                          | \$                         |
| 3                                    | Bulk Foundation Excavation          | \$                         |
| 4                                    | Concrete Work                       | \$                         |
| 5                                    | Block work                          | \$                         |
| 6                                    | Roofing                             | \$                         |
| 7                                    | Woodworking/Joinery                 | \$                         |
| 8                                    | Metal works                         | \$                         |
| 9                                    | Plumbing                            | \$                         |
| 10                                   | Drainage                            | \$                         |
| 11                                   | Floor, Wall & Ceiling Finishing     | \$                         |
| 12                                   | Glazing                             | \$                         |
| 13                                   | Painting & Decorating               | \$                         |
| 14                                   | Civil & External Works              | \$                         |
| 15                                   | Landscaping PC Sum                  | \$20,000.00                |
| 16                                   | Electrical works                    | \$150,000.00               |
| 17                                   | Fire Protection & NFA fees PC Sum   | \$80, 000.00               |
| 18                                   | Contingency Sum 10% of contract sum |                            |
| <b>Total Construction Cost (VIP)</b> |                                     | <b>\$</b>                  |

**Tender - 4/25 – Proposed Lagilagi Project Phase 3.**

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable social housing to low-income earners is inviting **TENDERS** from reputable construction companies for the construction of its proposed two four storey buildings consisting of eight flats each at **Lot 1 – DP 10859**, Jittu Road.

Terms of references outlining overall works regarding the above individual services will be available on the PRB's website [www.prb.com.fj](http://www.prb.com.fj) from Tuesday 18/03/25.

Tenders are to be marked “**Tender 4/25 – Proposed Lagilagi Phase 3 - Construction**” & addressed to:

**The General Manager  
Public Rental Board  
P O 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 28<sup>th</sup> March 2025**.

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

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

**Appendices**

1. Technical Specifications.
2. Detail Drawings.