



---

## ***Terms of Reference – Quantity Surveyor***

---

### **1.0 INTRODUCTION**

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable social housing to low-income earners invites tenders from registered and reputable Quantity Surveyors to provide Bill of Quantity and all processes involved from commencement until the completion of the Lagilagi 16- Units, Two Four Story Building Project at Lot 1 – DP10859, Jittu Road.

#### **The Project Delivery Framework**

PRB requires the service of a registered Quantity Surveying Company to undertake the following works for the 16 units at Lagilagi Estate:

##### **Part 1: Pre- Construction**

1. To provide a Bill Of Quantity regarding the proposed 16 unit – Two Four Story Building.

##### **Part 2: Post-Construction (Optional)**

1. Undertake progress payment valuation and advice.
2. Verify variation and agreement.
3. Attend site meetings.
4. Prepare approximate estimate costs of variations.
5. Check and negotiate costs in relation to extension of time.
6. Prepare progressive budgetary statements of final costs during the contracts.
7. Prepare the final accounts for the project.

#### **Roles and Responsibilities**

The Project Manager shall coordinate all aspects of the procurement process of the project and shall also be the point of contact between PRB and the Quantity Surveyor.

PRB has prepared a document which specifies the requirements and quality to be adopted by the cost consultant.

## **2.0 DELIVERABLES**

Due to the timeline for the project, the cost consultant may be required to liaise with the Project Manager in relation to the designs notwithstanding this the documentation as directed by the Project Manager.

## **3.0 SCOPE OF SERVICES**

The Quantity Surveyor shall, as directed and coordinated by the Project Manager and the Design Team, provide cost planning services to ensure that the project objectives and requirements are achieved, including but not limited to the following:

### **3.1 GENERAL**

**3.1.1** Provide all necessary advice and assistance to the Project Manager and Design Team to ensure that the financial management of the project is satisfactorily fulfilled.

### **3.2 DESIGN AND DOCUMENTATION**

**3.2.1** Establish realistic budgets for cost escalation, variations, contingency, site allowances, charges, fees and other costs and include in cost plans for project quote.

**3.2.2** Attend meetings with the Project Manager when required to monitor and update control costs.

### **3.3 PRE-CONSTRUCTION**

**3.3.1** Advise the Project Manager and Design Team on cost savings and other alternative construction methods.

**3.3.2** Assists the Design Team in assessing all progress payment claims from the contractor.

**3.3.3** Eliminate incidences which may lead to variation or cost adjustments.

### **3.4 POST-CONSTRUCTION**

**3.4.1** Assist the Project Manager in relation to the resolution of any disputes regarding the valuation of works.

**3.4.2** In association with the project Manager and the Design Team finalize the value of all contract variations, claims, provisional sums etc. within 1 month of issuing Completion Certificate.

#### 4.0 **FEE PROPOSAL**

The QS is to indicate its fees clearly for providing its services. The fee proposal shall also include the following:

No.	Description	Cost
<b>Pre-Construction</b>		
I.	Provide a Bill Of Quantity regarding the proposed 16 unit – Two Four Sory Building.	\$
<b>Post- Construction</b>		
II.	A VIP lump sum fee which shall include all services provided during the construction period	\$
III.	The fees should also include the preliminary site visit, assessment, and issuance of report and BOQ.	\$
IV.	Fees for analyzing the tender submissions by the contractors and report.	\$
V.	Should there be an extension of time, allowance shall be made accordingly and clearly stated in the tender submission.	\$
VI.	Allowance shall be made during the defect liability period.	\$
<b>Total Cost</b>		<b>\$</b>

The Tender shall also include a payment schedule.

#### 5.0 **SUBMISSION PROCESS**

As part of its procurement's procedure and the recognition of due process, the engagement of a QS for this work shall undergo a tender process and all tenders are to be marked **“Proposed Lagilagi Phase 3 – Quantity Surveyor”** 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 18<sup>th</sup> April 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. *Drawings*
2. *Specifications.*