



RFT 31/2019
TERMS OF REFERENCE

For

DESIGN AND BUILD

OF

NEW LAMI EXPRESS OFFICE

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1.0 Principal

The Principal (and Client) for the Project is the Land Transport Authority (LTA). The Principal's representative for the Project is Mr. Shavneel Prasad, Senior Technical Officer Projects, based at LTA Headquarters in Valelevu, Nasinu or other person/s as may be nominated by the Principal's representative and endorsed by the Principal. As for this Project, the external representative is Mr. Mohammed Shah – Head of the Construction Implementation Unit (CIU), Ministry of Economy.

2.0 Background

LTA is striving to improve and standardize all its offices to local regulatory and ISO 9001 international standards in order to deliver high quality customer services, improve staff productivity and efficiency towards customer service and also provide a safe working environment for both its customers and staffs.

LTA is on the verge of relocating its current Lami Office, Hence, LTA would like to convert the new office space at RB Patel Harbour Point in Lami to cater for this new express office. This assessment has identified the need to refurbish and carry out fit-out works. The extent of works and scope of services are further detailed in this document. The scope of works and site layout drawings are appended as annexures 1 & 2. These are concept drawings for bidder's information only and should not be relied upon for the purpose of pricing.

The office space is located at Lot 1 & 2 Suvavou Queens Road, First Floor RB Patel Harbour Point, Lami.

3.0 Project Objectives

LTA recognizes that there is a need to refurbish and carry out fit-out works to cater for at least 6 Customer Services Officers, 1 Team Leader, 1 Driving Examiner, 3 Driving Knowledge Test Skills (DKTS) and 36 customers at a time. The goal is to explore an economical construction method that is practical in terms of logistics, durability and quick erection on site. Further advice on other office areas such as Enforcement, Driving Examiner, and so on, will be advised accordingly, if required.

The Design & Build Firm (referred to as "Firm" hereafter) will be able to provide an update on the current situation for extension to the office and propose a way forward for the construction phases of these facilities. The Firm will perform the duties of the design and build contractor responsible for the designing and construction of these extension work. The duties shall also include Project Management as well as to be involved and to be responsible in fully executing the services of other various disciplines for this Project. Project closure occurs at the completion of Final Completion Certificate.

These design and construction works will ensure that the facilities are designed and constructed in compliance with the National Building Code of Fiji for natural disasters, as well as meet required compliance to other by-laws.

4.0 Project Scope for Design & Build Firm

- 4.1 The Firm will coordinate and carry the overall responsibility for the quality, work and performance of all secondary and specialist design sub-consultants for the effective provision of their services and the integration of this Project towards the successful Project completion. Overseas Firms are expected to form partnership with local companies with valid Fiji National Provident Fund (FNPF), Tax Compliance Certification, Company & Business Registration Compliance and other by-laws. This must be provided in their submission.
- 4.2 The scope of services will generally involve some or all of the following items and activities listed below but it is not intended to be exhaustive:
 - i. Architectural Design and Project Management;
 - ii. Structural/Civil Engineering- if required;
 - iii. Quantity Surveying and Cost Management- if required;
 - iv. Mechanical Engineering – if required;
 - v. Electrical Engineering – if required;
 - vi. Contractor;
 - vii. Fire Detection and Alarm System- if required; and
 - viii. Other specialized fields and services as required, e.g. audio visual, structured cabling and telecommunications.
- 4.3 The Firm is expected to demonstrate the methodology preferred in carrying out the said works considering time, cost [both consultancy, construction and Project implementation] and compliance as three major assessment strategies.
- 4.4 The Firm will coordinate and have overall responsibility for the quality, work and performance of all secondary and specialist sub-consultants and for the effective integration of all Project outputs.
- 4.5 The Firm is to ensure the operations of the facilities will meet the needs of the staffs who will occupy the completed new office.
- 4.6 All proposed works (sketch design proposals) must be submitted to LTA for approval prior to detail documentation phase. LTA has the right to add scope or reduce scope to meet the requirements and standard of Government Office.
- 4.7 The Firm must ensure that the following objectives are also met:

- 4.7.1 All works must meet Lami Town Council's Standards and Guidelines and all facilities [buildings] on site are clearly demarcated and serviced. The Firm shall allow cost and be responsible for all lodgements of drawings to Lami Town Council;
- 4.7.2 Recommend materials that are of high durability and standards, and comply with the National Building Code of Fiji and Lami Town Council's guidelines in the tender submissions of the given place of construction;
- 4.7.3 The works should provide a low maintenance, environmentally-friendly and efficient design to allow for reduced operational and maintenance costs;
- 4.7.4 Minimize the impact of construction activity including dust control, worker's traffic, noise, vibration, etc., if works required and to be assessed on case by case basis;
- 4.7.5 Accountable for the successful completion of the Project;
- 4.7.6 Provide leadership and direction, make decisions after consulting all relevant stakeholders and within the ambits of the Government machinery to steer the progress and delivery of the Project;
- 4.7.7 Set priorities, allocate and commit resources to the Project appropriately to ensure the most cost effective measures are chosen and return for dollar value with transparency observed at all times;
- 4.7.8 Forward the Project plan to LTA and make suggestions for any deviations from the agreed stage plans after consulting with relevant stakeholders. During the Project lifecycle, LTA has the authority to co-opt additional member(s) to the Project Team to perform task(s) under the Project plan in order to meet deliverables. Depending on the scale of the task(s) some of these may be undertaken by the Firm; and
- 4.7.9 Provide weekly and monthly reports, progressive detail drawings, cost plans and Project financial reports to LTA.

4.8 Predesign/Design Phase

This preliminary phase includes but not limited to most of the following work items and activities:

- (a) Consult key stakeholders as where necessary, e.g., Lami Town Council, National Fire Authority (NFA), Occupational Health & Safety (OHS) and Department of Environment;
- (b) Undertake a preliminary site survey to confirm the existing services, for example, utility and telecommunication services;
- (c) Undertake structural investigations if required to establish the nature of sub-structure and Project requirements;
- (d) Undertake preliminary consultations with appropriate statutory and local authorities that have oversight for the Project;

- (e) Develop and confirm the floor area, fittings and furniture schedules based on the Client's requirements and review with the Client and respective department;
- (f) Carry out research and analysis and produce preliminary Architectural Design(s) for the Project with approximate costs;
- (g) Review the design(s) with the Client and await written endorsement by LTA when modification is required;
- (h) Prepare preliminary approximate cost estimate(s) based on these modified and confirmed design(s); and
- (i) Prepare and complete an Outline Design Report summarizing the results of the above tasks complete with Preliminary Design including 3D format for submission to the Client.

4.9 Detailed Design and Documentation Phase

The detailed design and documentation phase shall include but not limited to the following items and activities:

- (a) Complete development of the design, consult stakeholders and undertake tasks to complete as required;
- (b) Prepare detailed architectural, engineering and services drawings, schedules and specifications. Clarify specifics with the Client as needed;
- (c) Prepare detailed fit-out drawings and specifications complete with fixtures, furniture and equipment including preparatory and specialist work for the Project;
- (d) Prepare a Design Report summarizing the detailed design including design loadings, assumptions, material technology and applicable standards for elements and components. The report shall be submitted to the Client; &
- (e) Liaise and submit necessary applications and documentation with the respective regulatory authorities and agencies for permits and approvals.

4.10 Construction & Supervision Phase

The Firm shall carry on the responsibility of providing and facilitation for all Project management services including construction and supervision for the Project. Construction Supervision will include some or all of the listed tasks and activities but are not limited to the following:

- (a) Revise the Construction Management Plan and the Cost Estimate;
- (b) Mobilization, establishment on site and the delivery of materials and equipment;
- (c) Review and approve shop drawings prepared by the Sub-contractors and equipment suppliers, if required;
- (d) Inspection report of materials and equipment delivered to work sites and obtain test data as required in confirming the suitability of materials and equipment should be made available to LTA on request;

- (e) Assist with the inspection report for testing the quality of construction works and equipment installation for compliance with the Clients and manufacturer's requirements, drawings and specifications;
- (f) Assist with inspection of all completed works and approve as required under the Contract and assist with the checking of completed or As-Built schedule of quantities;
- (g) Ensure that Workplace Health & Safety Plan and environmental protection measures are followed, and instruct if improvement in compliance is necessary;
- (h) Maintain a record of the progress of works and the results of inspection and tests, and keep the Client updated. Record daily progress and submit on a monthly basis;
- (i) Follow instructions from Client in connection with the construction of the works;
- (j) Follow issued instructions from Client with the regards to specialized work, inspection or testing in connection with the works;
- (k) Monitor actual progress with the Work Programme and advise the Client in advance of any development that could delay Project completion;
- (l) Recommend any necessary action that could be taken by the Contractor, Supplier and Manufacturer to attain completion in timely manner;
- (m) Note construction conditions and forecast any modification and appropriate actions for the works because of unknown / uncertainty conditions;
- (n) Anticipate and prepare any necessary design changes, change orders and facilitating actions with advanced approval of the Client; and
- (o) Observe and monitor testing of all Services, e.g. mechanical, electrical and telecommunication including ensuring the receipt of Commissioning Reports for the same.

4.11 Expected Outputs

The Firm shall ensure that the following targets and documents are submitted in a timely manner (including documents not listed but may be reasonably considered important):

- (a) Preparation of preliminary investigations and design including an outline Design Report detailing parameters, proposed layout and inclusive of all engineering and associated works including Fit-Out works;
- (b) Preparation of the finalised design proposal with approximate cost and programme with a PowerPoint presentations and appropriate documentation;
- (c) Prepare complete sets of Contract Documents including detailed working drawings, relevant schedules, specifications for construction and Project Implementation programme reviewed by LTA and CIU and shall form part of the contract if required;
- (d) Prepare detailed Work Programme and Professional supervision and Project management services until Project completion and commissioning;
- (e) Produce monthly Physical and Financial Progress Reports and with the milestones achieved and an assessment of actuals against goals; and

- (f) Anticipate and forecast delays with recommended actions and remedial work to mitigate against these delays.

5.0 Design Criteria/Standards/ Requirements

- 5.1 The Project shall be designed and constructed in accordance with the current relevant AS/NZ standards, National Building Code of Fiji and Good Construction Practice or equivalent standards acceptable to the Client & CIU.
- 5.2 Reference made to other standards must be endorsed by the Client and approval obtained prior to its application in the Project.

6.0 Drawings and Specifications

- 6.1 The various consultants of the Firm's team will produce all drawings for reproduction at a minimum A3 size for reports and presentation only. All Construction Drawings are to be A3 size. For contract signing, A3 format is sufficient but ensure that reduction in scale does not renders the drawings illegible.
- 6.2 If standard specifications are used for contract documentation, then these should be thoroughly reviewed and amended to suit the specific requirements of the Project and the physical, social, economic and political environment.
- 6.3 Firm to prepare As-Built drawings of the completed works through consultation with the responsibility being shared one.

7.0 Reports, Documents & Drawings to be Submitted

- 7.1 The Firm shall prepare and submit the following documents:
- (a) Monthly Physical and Financial Progress Reports and Milestones achieved;
 - (b) Forecasted Delays and recommended actions to mitigate delays; and
 - (c) Any other matter of note, clarification, etc.
- 7.2 Where Draft and Final Progress Reports are required, the Firm shall obtain Client comments on the Draft and incorporate those comments in the Final version of the document.
- 7.3 All documentation produced under the consultancy for the Project shall be the property of the LTA and Fiji Government.
- 7.4 Documents to be supplied during the course of the Firm's engagement and the number of copies required are given in the table below:

Documents	Number of Copies
Design Reports A4 with Drawings in A3 format	3
Building Permit Application Set to Lami Town Council with Drawings in A3 format complete with Specification in A4 format	5
Full sets of Construction Documents in A3 format for drawings with Specification in A4 format	1
Full set of As-Built Documents and Warranty Documents	2

7.5 All documentations and designs at various phases must be submitted in 3 sets as hard copy and soft copy to LTA.

7.6 Lami Office Floor Footprint

The initial assessment as per annexure 1 will give insight to the extension and upgrade required for the office. The table below indicates briefly the dimension for the current Lami office and this shall be used as a guide to the proposed new office's layouts. The Firm will seek confirmation from LTA before finalising the footprint of the new office.

Description	Approximate Dimension (Meters)	Approx Floor Area (SQM)	Scope of Works
Team Leader	3.1 X 3.0	9.3	Carry out fit-out works as per drawings
DKTS	3.6 X 2.3	8.3	Carry out fit-out works as per drawings
Driving Examiner	3.0 X 2.1	6.3	Carry out fit-out works as per drawings
Storage	3.7 X 1.3	4.8	Carry out fit-out works as per drawings
Waiting Area	10.2 X 6.2	63.2	Carry out fit-out works as per drawings
Kitchen	3.2 X 2.4	7.7	Carry out fit-out works as per drawings
Customer Service	8.6 X 2.6	22.3	Carry out fit-out works as per drawings, tiling works and access control where required.
Cash Counting	2.2 X 1.2	2.6	Carry out fit-out works as per drawings

8.0 Key Role of Various Sub-Consultants

- 8.1 The Firm's line of business directly relates to Construction Architect & Project Management disciplines. This includes the provision of all required Project Management, architectural design and documentation services by engagement of all necessary secondary and specialist design sub-consultants (if required) which may be included but not be limited to:
- Construction
 - Structural Engineers, if required
 - Architects
 - Building Services Engineers, if required
- 8.2 The sub-consultants will be under the responsibility of the Design & Build Firm; therefore, the Firm must ensure that all work is to be of the best trade practice of its trade. Sub-Consultant fees and mandatory required documents are to be included in the Firm's submissions.
- 8.3 LTA has the right to instruct the Firm to change a sub-consultant from the Project Team list.

9.0 Membership – Roles and Responsibilities

- 9.1 A brief description of the roles and responsibilities of the Project Steering Committee Members are as follows:
- a) Project Principal [LTA]**
- Ultimately responsible for the Project, 'owns' the Project and has nominated authority to represent the organisation undertaking the Project;
 - Reassures the Project Committee that the Project is being managed effectively and delivering the desired outcomes and products by providing required technical support and guidance;
 - Provides a focal point for the Project by co-ordinating information and communications to ensure that the entire Project meets the required standards and structurally safe for public and Client to occupy and render services such as customer services; and
 - Ensures that the Project is continuously funded in all aspects and the interests of the Principal and Firm are protected.
- b) Project Executive (Chair – LTA Project Committee)**
- Directly accountable for the success of the Project and must be empowered to direct the Project effectively; and
 - Accountable for the quality of all products and services delivered by the supplier, ensuring Project administration and compliance from Client, delivery to plan, quality and cost (e.g. training/communication/marketing).

c) Senior Users [Customer Service Officers, Driving Examiner, Vehicle Examiner & Customers]

- Accountable for specifying the needs of respective department in terms of quality, functionality and ease of use.

In addition, the following roles will provide support to the Project Steering Committee:

d) Design & Build Firm [name] – to be confirmed later

- Manages the Project on a day-to-day basis and ensures the Project produces the required products, to the required standards and within the specified time and budget.

Note: as the Project gets implemented and should the above named officers get transferred or are no longer in that particular position, this Terms of Reference binds the Position and the Designation of all or any person or position affected herein and thereafter.

10.0 Quorum

Monthly Committee meetings should include the Project Executive (or Vice Chair), membership and Project Steering Committee which reflects the different roles of the management structure in order to make decisions. This is inclusive of the following representation:

- a) Project Executive (Chair)
- b) Senior Users
- c) Design & Build Firm

11.0 Budget (Cost & Time)

11.1 The Firm will provide a cost breakdown of Design & Construction Costs for the required trades and in addition proposed work plan to cover the required works as detailed in the scope of works.

11.2 In accordance with the business case, the Project Proposal will detail the budgetary breakdown and if applicable any agreed cost-tolerance (permissible deviation above and below the plan's estimate). The Project Steering Committee will have the authority to authorise expenditure and the Firm will work within any cost-tolerance that has been set. Any cost related Project decisions should not be made in the absence of budgetary information.

11.3 The Project Plan will identify key milestones for each stage and the Project Brief will detail a time-tolerance to ensure deliverables meet this target.

11.4 Allow the net sum as prescribed in the TRADE SUMMARY for contingencies to be expended only upon the direction of the Principal. Any unexpended balance from Provisional Contingency Sum (PC Sum) shall be deducted from the Contract Price.

- 11.5 When a stage plan is forecasted to exceed either cost or time tolerances, an ‘Exception Plan’ will be submitted to the Project Steering Committee by the Firm.
- 11.6 The Principal carries the overall responsibility / authority for expenditure and timelines.
- 11.7 The Principal will have one standard form of contract that will be collectively discussed with the Firm for consistency prior to contracting.

12.0 Expectations of the Chairperson and Committee Members

- 12.1 It is important that all parties of the relevant business areas are represented with a commitment to the role you have agreed to do both in terms of your time (attendance at Board Meetings and responsiveness to out of meeting activity) and also giving the Project the priority it requires to be successful.
- 12.2 Treat people with respect and listen to each other.
- 12.3 Be prepared to challenge anything unrealistic or unachievable.
- 12.4 The Chairperson must ensure that members have had the opportunity to voice their opinions, to be able to challenge and to have their questions answered.
- 12.5 All meetings should have minutes taken and be summed up at the end with decisions, actions to be taken by whom and any other feedback required. Draft minutes of the meeting are to be circulated to all members whether present or not via email and the final minutes to be ready and circulated with comments incorporated within seventy-two (72) hours after any such meeting.
- 12.6 Minutes of the monthly meetings are to be taken by the Firm.

13.0 Probity and Declaration of Interest

At the onset of the Project, the Committee Members and Firm should verify if they have any other interests to declare that may be in conflict with any aspect of the Project.

14.0 Decision Making

- 14.1 A consensus should be reached wherever possible in the event of any disagreements occurring. The Project Executive will sum up and explain why a decision has been reached. The Project Steering Committee will be accountable to the Principal for their decisions. If the Committee Members are unable to reach an agreement they will refer the issue to the Principal.
- 14.2 Decision-making will be inclusive as far as possible and timescales will be considered / taken into account. Where necessary there will be an out-of-committee process for urgent decisions which will require either the Project Executive plus one other Committee Member.

15.0 Key Relationships & Accountabilities

[Firms upon submitting the tender must insert organisational chart of governance arrangements beyond the boundaries of the Project Committee]

16.0 Review

This Terms of Reference has been reviewed and finalised by the Executive Management of LTA and discussions with the Manager – CIU, Ministry of Economy. Any further amendments must be reviewed and if acceptable, it will be approved by the Project Board as required. This document must be protected against un-authorised changes and should carry the Version Control status.

17.0 Management and Administration

17.1 Committee paper documentation (e.g. agenda, minutes, brief Project progress reports highlighting all major milestones and activities) will be distributed three [3] working days prior to the Committee meetings taking place.

17.2 The minutes will be sent to all members within seventy-two [72] hours of the meeting taking place.

17.3 The Project Steering Committee will meet on a fortnightly basis and progress will be provided to the Principal. The frequency of the Project Steering Committee meetings may be subject to change by Project Committee Members as the Project Plan progresses.

17.4 Project documentation will be co-ordinated with information, communications, monitoring and reporting held securely in a shared file stored on LTA DRIVE by the Secretariat to ensure a clear audit and paper trail is maintained.

17.5 Project Logs will be regularly maintained and updated by the Firm, e.g. Risks and Issues, Lessons Learned, etc.

18.0 Professional Indemnity

The Firm is to indemnify the Principal against all proceedings, claims, demands, liabilities and expenses of any nature brought on or alleged against the Ministry of Economy arising directly from the negligence or bad faith of the Firm, its employees or / and any of the other sub-consultants.

19.0 Special Conditions and Requirements

19.1 The form of contract proposed to be used for the Firm selected for the Project will be drafted. LTA with the assistance of the Solicitor General's Office will be concurrently preparing the necessary amendments to the standard form of contract to adapt it to suit the Project and Firms' needs in the context of this Project.

19.2 The legal agreements with all sub-consultants are to be made between the Firm and the particular sub-consultant providing any part of the service.

19.3 The Firm is notified that all works are subject to peer reviews.

20.0 Project Procurement Methodology

The Principal through the assistance of CIU, Ministry of Economy, intends to engage the Firm to take the lead role in preparing detailed assessment, scoping, documentation, monitoring, Project completion and as developing the developed design, architectural design, construction drawings and construction of the Project to a point that it is satisfied that it adequately describes its requirements and up to the construction and expiration of the Defects Liability Period (6 months). Presently, it is intended that the documentation is completed in its entirety in a Contract direct with the Principal.

21.0 Expenses & Disbursements

21.1 The Firm is to provide with its submission a proposed schedule of visits/inspections to the Project site as per Annexure 2 (scope of works). Any required inspections and the like shall also be considered. The Firm shall also advise of any periods in which they propose to maintain a full time resource on site.

21.2 The proposed schedule of inspections shall be included in the Firm's Design & Build Agreement and will form the basis for expenses and disbursements.

21.3 All other expenses and disbursements, including but not limited to the cost of phone calls, facsimile messages, printing, photocopying and travel shall be included in the Firm's schedule of quantities and prices. Acquittals for such expenses must be provided to the Principal.

22.0 Partnership

22.1 For any Joint Venture (JV) or sub-consultancy arrangements, written confirmation by all JV or sub-consultant(s) is required to be submitted with the Tender. For locally-based Firms, written confirmation and consent from JV partner(s) are required to be submitted with the tender.

22.2 In the case of the successful Firm, further details of the proposed arrangements will be required at the point of entering into the Design & Build Contract. This will likely include evidence of "back to back" agreements between the individual entities.

23.0 Day Works

The Firm is to allow for Day Works carried out under the Builders contract, and which shall be the rate for variation if any.

24.0 Insurances & Professional Indemnity

The Firm shall provide the following;

- a) Contractors All Risks Total Cost of Project +10%.
- b) Public Liability Insurance for not less than FJD \$1,000,000.00 minimum.
- c) Bank Guarantee [10%] of the total cost minimum.

NOTE

Bank Guarantee shall be released after the completion of the Defect Liability Period together with the final retention sum.

25.0 Liquidated Damages

The Firm will be liable for liquidated damages amounting to \$200.00 per working day should there be any approved and documented delay under delegated duties in the execution and completion of the Project. The Firm shall not be held liable for delays outside of the professional scope of the Firm's team such as delays attributed to Statutory Authorities, Client Approvals, Latent Conditions, Inclement Weather and Political Climate.

26.0 Work Programme

26.1 The Firm shall submit with the Construction Drawings a Proposed Work Programme detailing all phases of activities from award including all phases of works covering but not limited to the ordering of materials, plant and equipment to complete the works.

26.2 The successful Firm shall be required to submit a detailed Work Programme within seven [7] days from the date of the award of the Contract. The Work Programme must be submitted in Microsoft Project Format showing all Tasks, Activities and Critical Path and provided in hard copy.

27.0 Project Constraints

Constraints on the Project include but are not limited to:

- a) Project Schedule – this shall be challenging and the Firm must allow for last minute changes and additional requests.
- b) Project Budget – Firm to allow for 5% provisional sum for payment to relevant local authorities for lodgement of plans; and
- c) Safe working processes to comply with current regulations within the site for personnel, equipment and practices will be enforced.

28.0 Project Schedule, Fees and Payments

28.1 The following are **indicative milestones** for each of the listed Project components of review, design, documentation, pre-construction and construction preliminary assessment that needs to be filled by the Firm in the Form of Tender document.

Depending on the number of resources a particular Firm has assigned towards this Project, the Firm can submit an alternative work programme to suit the resources and Project on hand.

Item	Phase / Activity to be Completed	Approximate Duration (weeks)	Critical Notes / Comments
1.0	Site Assessment, Design Documentation & Approvals	3	By Firm
2.0	Construction/Project Management	TBC	Must commence construction by February 2019
3.0	Total Duration for Project Implementation	3 + Weeks Construction	
4.0	Defects Liability Period	26	

28.2 Fees and Payments

- a) The Firm shall submit payment claim supported by evidence upon the completion of the stages of the work for this Project (VIP in SFJD). Any variations to the Terms and Conditions of Engagement including Fees between the Firm and the Principal are to be mutually and formally agreed between both parties. The lump sum is to be broken down and progressively paid at the completion of the identified phases listed in the Summary of Prices.
- b) There is to be progressive reporting made by the Firm to the Project Steering Committee on the completion of certain phases as identified summary of prices on an equivalent basis as proposed. Progressive Fee Claims are also required to be submitted at the end of each report.
- c) Further Progress Claims during the construction phase are to be submitted at equal time intervals during this phase over the Project duration with the second last claim to be submitted upon reaching the practical completion and handover milestone at the end of the Project. The final claim is to be submitted at the end of the Defects Liability Period with the submission of a post construction evaluation report.
- d) *Should any Project involve other contractual requirements which will incur additional costs on the part of the Firm, this shall be negotiated with the Principal.*

29.0 Evaluation Criteria

29.1 Basic Business Compulsory Requirements

- I. Company Profile
- II. Valid Business Registration Certificate
- III. Valid Business License
- IV. Valid OHS Compliance Certificate
- V. Valid Tax Compliance Certificate

VI. Valid FNPF Compliance Certificate

It is mandatory for the bidder to provide all the requirements listed under (I–VI) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per the above list, their submission would NOT BE CONSIDERED for further assessment.

Tender will be assessed on the basis of best value for money consistent with the procurement policies and guidelines applicable to this tender. In particular, the tender will be assessed against the following evaluation criteria (in no particular order):

a) Firm Structure & Organization and Project Appreciation;	15%
b) Proposed Design Rationale, Methodology & Relevant Company Experience;	20%
c) Proposed Resources / Project Personnel;	20%
d) Financial and Insurance; and	15%
e) Design & Construct Fee	30%

29.2 Acceptance of Tender

Given the importance and complexity of the Project, the Client shall not be bound to accept the lowest fee or any tender. Bidders/Proponents are required to follow the guidelines for preparation of tender as listed below.

30.0 Submission Requirements

30.1 Firm Structure & Organization and Project Appreciation

Provide number of personnel working in your Firm and personnel proposed to work on this Project with attached Curriculum Vitae (CVs). Detail your understanding of the Project and the particular key issues and constraints associated with the Project. Provide particular comments regarding the Project programme and cost constraints.

30.2 Proposed Design Rationale, Methodology & Relevant Company Experience

Outline the design rationale and methodology to address any issues or constraints. Indicate any value adding that your Firm will bring to the Project. Given the time constraints for the preparation of submissions, bullet points will be acceptable, together with key examples of cost and time control tools used on similar Projects.

Outline your Firm's relevant Project experience, with particular reference to ability to execute multiple Projects or similar and in addition heritage listed buildings. Post-Construction maintenance and operational cost for facilities reflect future cost savings on periodic maintenance and operational cost, and gives opportunity for growth in

provisions of academic or physical activity provisions, hence ability towards innovative design would be an advantage;

30.3 Proposed Resources / Project Personnel

Provide relevant details of (and attach CVs for):

- a) Proposed Sub-Consultant/s [if required]
- b) Proposed Supplier / Contractor
- c) Proposed Director in active charge who will be acting as Project Manager
- d) Proposed Technical support personnel
- e) Proposed support personnel
- f) Details should include relevant experience, proposed role statements and an organizational chart for your team showing links to the Client via the Project Manager and to the Design Consultants and Builders. Please concentrate on relevancy of information and be concise.

30.4 Financial and Insurance

Provide annual value of works undertaken as Project Manager & Contractor for the past two (2) years with values and pictures. State your Firm's current commitment and value of work in hand 2019. Attach copies of your Firm's previous two years' accounts statements comprising of the Assets & Liabilities and Profit & Loss Accounts Statements. Also submit copy of the Professional Indemnity Cover, Worker's Compensation, Public Liability Insurance and Bank Guarantee.

30.5 Design & Build Fee

Provide Lump Sum Fee tender listing various stages of claims from Project Initiation Stage to Final Completion Date (after Defects Liability Period) and disbursements keeping in mind the stages set in clause 27.0 as guideline. Clearly state rates for day works for construction where possible labour and material;

30.6 Submission of Tender

Tenders are to be submitted on the enclosed FORM OF TENDER fully completed. The hard copies of the FORM OF TENDER are required to be submitted no later than **4pm on 5th July, 2019**, in a sealed envelope, marked as:

Management Tender Committee

RFT No: 31/ 2019 – Design & Build of New Lami Express Office

Land Transport Authority

P.O. Box 6677

Lot 1 Daniva Road, Valelevu

Nasinu, Fiji

- a) Bidders may deposit three (3) hard copies in the tender box placed in Level 1, Head Quarters in Valelevu, Nasinu, Fiji. The original is to be marked 'Original' and the

remaining two (2) copies to be marked ‘copy 1’ and so on respectively. The original and two (2) copies should include all supporting material.

- b) Bidders may also upload their submission electronically to the LTA site - <https://www.tenderlink.com/ltafj/> by the above-mentioned timeline.
- c) All interested bidders must take note that the **pre-bid tender site meeting is scheduled for 28th June 2019 at 12pm.**

30.7 Contact

All contact, queries and the like regarding this Terms of Reference shall be submitted in writing and emailed to:

Mr Shavneel Prasad
Senior Technical Officer Projects
Land Transport Authority
Building B – Ground Floor
Valelevu Headquarters
Office + (679) 3392166
Office fax + (679) 3398925
Mobile + (679) 9906558
Email: shavneel.prasad@lta.com.fj

Mr Salveen Kumar
Senior Technical Officer Projects
Land Transport Authority
Building B – Ground Floor
Valelevu Headquarters
Office + (679) 3392166
Office fax + (679) 3398925
Mobile + (679) 9928880
Email: salveen.kumar@lta.com.fj

Note: all written tender clarifications queries are to be send by **5pm THREE (3) days** before the tender closing date, LTA will respond to the tender clarification within 24 hours.

31.0 Version Control

Date	Version	Status	Author	Prepared / Checked By	Update Comments
6/11/18	1	Draft	LTA	Salveen Kumar	For vetting by CIU
10/01/19	2	Draft	LTA	Shavneel Prasad	For vetting by STOP Shavneel Prasad, LTA
17/01/19	3	Draft	LTA	Alice Leewai	For vetting by QA Unit, LTA
22/01/19	4	Draft	LTA	Salveen	Amendments QA
24/01/19	5	Draft	LTA	Alice Leewai	Comments from MTC
29/01/19	6	Draft	LTA	Alice Leewai	Amendments QA Salveen
1/02/19	7	Draft	LTA	Salveen Kumar	Final check / comments from Shavneel
5/02/19	8	Final	LTA	Shavneel	For final review / comments
25/02/19	9	Final	CIU	MR SERU	APPROVED

ANNEXURE 1 – Refer to Attached Drawings

ARCHITECTURAL DRAWINGS	
A00	SITE & LOCALITY PLAN
A01	EXISTING FIRST FLOOR PLAN
A02	EXISTING PLAN
A03	DEMOLITION PLAN
A04	PROPOSED CONCEPT FLOOR PLAN
A05	PROPOSED FLOOR FINISHERS LAYOUT PLAN
A06	SECTIONAL PLAN (X - X)
A07	SECTIONAL PLAN (Y - Y)
A08	PROPOSED ELECTRICAL(LIGHTS) LAYOUT PLAN
A09	PROPOSED MECHANICAL LAYOUT PLAN

FINAL PROPOSAL

ANNEXURE 2 – SCOPE OF WORKS

A. SCOPE OF WORKS

The following is the scope of work for the site but it is mandatory that the contractor visit the sites to appraise themselves with the local conditions and factor in the any other requirements or issue present on site. If there are areas that the bidder is not able to assess then this should form part of tender departure in the tender submission.

NOTES:

- A) THIS IS A DESIGN & BUILD CONTRACT WHICH SHOULD BE READ IN CONJUNCTION WITH THE TERMS OF REFERENCE AND DRAWINGS.
- B) BASED ON THE CONCEPT DESIGN, THE CONTRACTOR WILL PREPARE DEVELOPED DESIGNS FOR THE CLIENT'S APPROVAL PRIOR TO MOBILIZATION. THE CONTRACTOR SHOULD ALLOW FOR A MINIMUM OF THREE (3) REVISIONS.
- C) ONCE THE DEVELOPED DESIGN IS APPROVED, THE CONTRACTOR WILL PRODUCE DETAILED ENGINEERING DRAWINGS THAT INCLUDES SERVICES IN LINE WITH THE FIJI NATIONAL BUILDING CODE. THE CONTRACTOR IS RESPONSIBLE FOR THE LODGEMENT, APPROVAL AND OBTAINING BUILDING PERMIT FOR THE DEVELOPMENT AND THE NECESSARY ASSOCIATED COSTS.
- D) THE CONTRACTOR IS TO PROVIDE STAGING PLAN TO EXPEDITE CONSTRUCTION.
- E) UPON COMPLETION, THE CONTRACTOR IS TO PROVIDE COMPLETION CERTIFICATE FROM THE RELEVANT COUNCIL TOGETHER WITH OHS AND NFA WHICH ARE MANDATORY.
- F) CONTRACTORS ARE ADVISED TO PRODUCE WORKS ACCORDING TO THE DURATION PROVIDED IN THE WORK PLAN, FAILURE TO DO SO MAY RESULT INTO PENALTY IF PROPER JUSTIFICATION IS NOT PROVIDED.
- G) IMPLEMENT 5S AND OHS AUDIT RECOMMENDATIONS.
- H) ALL ICT CABLING AND DUCTING WORKS TO BE CARRIED OUT WITH THE SPECIFICATIONS PROVIDED BY THE LTA ICT DEPARTMENT. ALL ICT CABLES USED TO BE 3M CAT 6E WITH TERMINATION POD TO HAVE DUAL OUTLET 3M AND 2 CAT 6E WALL JACK 3M OR IS EQUIVALENT OR APPROVED BY THE CLIENT.
- I) ALL BIOMETRIC MACHINES' INSTALLATION WORKS TO BE CARRIED OUT WITH LTA ICT DEPARTMENT'S SPECIFICATIONS OR IS EQUIVALENT TO OR APPROVED BY THE CLIENT.

- J) OHS COMPLIANCE CERTIFICATION - OHS INSPECTIONS & RECTIFICATIONS.
- K) NFA COMPLIANCE CERTIFICATION - UPGRADE FIRE DETECTION SYSTEM, INSTALL FIRE EXTINGUISHERS & FIRE BLANKETS.
- L) EMERGENCY LIGHTING & EGRESS UPGRADE. TINTING & FROSTING OF GLASS TO FRONT WINDOWS & DOORS TO LTA'S SPECIFICATIONS.
- M) CONTRACTOR TO MAKE PROVISIONS TO UPGRADE ALL ELECTRICAL WIRING WORKS TO ENERGY FIJI LTD'S (EFL) STANDARD AND IF NEED BE, UPGRADE DB FOR ADDITIONAL LOADS. INCLUDE ALL NEW ELECTRICAL WIRING AND LIGHTS.
- N) ALL CARPENTRY AND JOINERY WORKS ARE TO BE IN COMPLIANCE OF THE FIJI NATIONAL BUILDING CODE.
- O) INSTALL NEW EXTERNAL AND INTERNAL LTA SIGNAGE TO LTA'S SPECIFICATIONS.
- P) EXTERNAL AND INTERNAL PAINTINGS TO BE OF HIGH STANDARD.
- Q) ALL AIR-CONDITION INSTALLATIONS AND PROVISIONS TO BE CHECKED BY A MECHANICAL SERVICES ENGINEER. MECHANICAL SERVICES ENGINEER TO DEVELOP DESIGNS. IF UPGRADE IS REQUIRED, PROVISIONS SHOULD BE MADE IN THE B.O.Q.
- R) CONTRACTOR TO LIAISE WITH CLIENT FOR NEW INSTALLATION OF AIR-CONDITION UNITS OR RELOCATION.
- S) HACK, REMOVE AND MAKE SMOOTH EXISTING FLOOR AND WALL TILES, AND REMOVE FROM SITE.
- T) ALL PAINTING WORKS TO BE CARRIED OUT WITH LTA GREEN, ORANGE AND GREY PAINT SPECIFICATIONS WITH CEILING COLOUR TO BE WHITE.
- U) ALL ELECTRICAL POWERPOINTS AND CIRCUIT BREAKERS TO BE CLIPSAL BRAND. MAXIMUM OF FOUR (4) SINGLE POWERPOINTS TO BE CONNECTED TO ONE (1) 15AMPS CIRCUIT BREAKER. ALL ELECTRICAL CABLES TO BE PROPERLY DUCTED. ALL LIGHT AND POWERPOINT SWITCHES TO BE SEPARATE.
- V) ALL CARPET RUGS TO BE INSTALLED WITH UNDERLAYER COMMERCIAL GRADE.
- W) ALL ELECTRICAL AND ICT CABLING TO BE DUCTED PROPERLY.

- X) AIR-CONDITION INSTALLATION AND COMMISSIONING TO BE DONE BY LTA PREFERRED SUPPLIER.
- Y) ELECTRICAL CONTRACTOR TO ALLOW FOR POWERPOINTS AND SEPARATE CIRCUIT BREAKER FOR AIR-CONDITIONING WORKS.
- Z) EXCLUDE NON – SLIP CERAMIC TILE OVER COMPRESS SHEET BIDDER ARE TO PRICE FOR REPLACEMENT OF DAMAGE TILES.
- AA) ALL CEILING TILES TO BE REPLACED WITH NEW SUSPENDED CEILING TILES.
- BB) ALL ALUMINUM FRAME TO BE COMMERCIAL GRADE 100X45 SHOPFRONT, USED 10.38MM CLEAR LAMINATED GLASS.

DOORS TO BE INSTALLED AS PER THE CONCEPT PLAN

- 1) DOORS (D1) TO BE OF ALUMINIUM AND GLASS BIOMETRIC ACCESS CONTROL DOOR WITH HARDWARE.
- 2) DOORS (D2) TO BE OF ALUMINIUM AND GLASS DOOR WITH LOCKWOOD OR EQUIVALENT DOOR HARDWARE.
- 3) DOOR (D3) TO BE OF HOLLOW CORE TIMBER WITH LOCKWOOD OR EQUIVALENT DOOR HARDWARE.
- 4) DOOR (D4) TO BE OF HOLLOW CORE TIMBER WITH BIOMETRIC ACCESS CONTROL AND LOCKWOOD OR EQUIVALENT DOOR HARDWARE.

FORM HOLDER & FORM FILING BENCH AREA

- 5) SUPPLY AND INSTALL A4 AND A5 PAPER SIZE FORM HOLDERS ON THE WALLS.
- 6) CARRY OUT FIT-OUT WORKS FOR THE FORM FILING BENCH AS PER THE CONCEPT DESIGN.
- 7) INSTALL 600MM X 600MM NON-SLIP CERAMIC FLOOR TILE.
- 8) SUPPLY AND INSTALL SIGNAGES.

CUSTOMER SERVICE COUNTERS

- 9) CARRY OUT FULL HEIGHT GIB WALL PARTION AS SPECIFIED IN THE CONCEPT PLAN.

- 10) CARRY OUT FIT-OUT WORKS FOR CUSTOMER SERVICE COUNTERS WITH LOCKABLE WHITE MELTECA BOARD AND BROWN DIVIDERS. SPECIFICATION FOR ONE (1) COUNTER IS 1400MM X 700MM.
- 11) SUPPLY AND INSTALL 3 X (1X3)4FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY THE CLIENT.
- 12) PROVIDE 1 X DOUBLE TERMINATION POD FOR EACH COUNTER FOR NETWORK CABLES.
- 13) PROVIDE 2 X DOUBLE POWERPOINTS FOR EACH COUNTER WITH CIRCUIT BREAKERS.
- 14) SUPPLY AND INSTALL CARPET RUG WITH UNDERLAYER COMMERCIAL GRADE.
- 15) SUPPLY AND INSTALL SIGNAGES.
- 16) SUPPLY AND INSTALL WALL-MOUNTED BENCH TO HOLD TWO (2) PRINTERS WITH BUILT-IN CABINETS AS PER THE CONCEPT PLAN.
- 17) SUPPLY AND INSTALL 3D SIGNAGE ON THE FEATURE WALL.
- 18) SUPPLY AND INSTALL COUNTER NUMBER SIGNAGES.

STORAGE ROOM

- 19) CARRY OUT WORKS AS SPECIFIED IN THE CONCEPT PLAN.
- 20) SUPPLY AND INSTALL 600MM X 600MM NON-SLIP CERAMIC FLOOR TILE.
- 21) SUPPLY AND INSTALL 1 X (1X3)2FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY CLIENT.
- 22) PROVIDE 1 X DOUBLE TERMINATION PODS FOR WORKSTATIONS FOR NETWORK CABLES.
- 23) PROVIDE 2 X DOUBLE POWERPOINTS.

TEAM LEADER / DKTS / DRIVING EXAMINER

- 24) CARRY OUT CEILING HEIGHT GLASS PARTITION WITH ALUMINIUM FRAME OVER GIB BULK HEAD FOR INTERIOR WALLS AS SPECIFIED IN THE CONCEPT PLAN.
- 25) CARRY OUT FIT-OUT WORKS FOR WORKSTATIONS WITH LOCKABLE PEDESTAL DRAWERS.

- 26) SUPPLY AND INSTALL SIGNAGES ACCORDING TO LTA SPECIFICATIONS.
- 27) SUPPLY AND INSTALL COMMERCIAL GRADE RUG WITH UNDERLAYER TO LTA SPECIFICATIONS.
- 28) SUPPLY AND INSTALL 1 X (1X3)4FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY CLIENT FOR EACH SPACE.
- 29) PROVIDE 1 X DOUBLE POWERPOINTS FOR WORKSTATIONS.

WAITING AREA

- 30) SUPPLY AND INSTALL NOTICE BOARD TO LTA STANDARD.
- 31) SUPPLY AND INSTALL 10X (1X3)4FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY CLIENT
- 32) SUPPLY AND INSTALL SIGNAGES TO LTA SPECIFICATIONS.
- 33) SUPPLY AND INSTALL 600MM X 600MM NON-SLIP CERAMIC FLOOR TILE.
- 34) SUPPLY AND INSTALL 1 X 42 INCH TV WITH SWIVEL BRACKETS IN WAITING AREA FOR QUEMATIC MACHINE WITH SEPARATE POWERPOINTS APPROVED BY CLIENT.
- 35) SUPPLY AND INSTALL 1 X 42 INCH TV WITH WALESI ANTENNA WITH SEPARATE POWERPOINTS IN THE WAITING AREA APPROVED BY CLIENT.
- 36) CARRY OUT SIGNAGES TO LTA STANDARD.
- 37) SUPPLY AND INSTALL QUEMATIC MACHINE TO LTA STANDARD WITH SPEAKERS IN THE WAITING AREA APPROVED BY CLIENT.

KITCHEN AREA

- 38) CARRY OUT FIT-OUT WORKS AS SPECIFIED IN THE CONCEPT PLAN.
- 39) SUPPLY AND INSTALL 600MM X 600MM NON-SLIP CERAMIC FLOOR TILE.
- 40) SUPPLY AND INSTALL 1 X (1X3)4FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY CLIENT
- 41) PROVIDE 2 X DOUBLE POWERPOINTS.

CASH COUNTING ROOM

- 42) CARRY OUT FULL HEIGHT GLASS PARTITION WITH ALUMINIUM FRAME FOR INTERIOR WALLS AS SPECIFIED IN THE CONCEPT PLAN.
- 43) CARRY OUT FIT-OUT WORKS FOR WORKSTATIONS WITH LOCKABLE PEDESTAL DRAWERS. CASH COUNTING ROOM WORKSTATION'S SIZE TO BE OF 1200MM X 700MM SOLID TIMBER.
- 44) SUPPLY AND INSTALL 1 X SAFE MOUNTED TO THE GROUND SECURED PROPERLY.
- 45) CARRY OUT FULL HEIGHT FROSTING FOR CASH COUNTING GLASS ONLY.
- 46) SUPPLY AND INSTALL 1 X 24 RU COMMS BOX FOR NETWORK.
- 47) SUPPLY AND INSTALL SIGNAGES TO LTA SPECIFICATION.
- 48) SUPPLY AND INSTALL COMMERCIAL GRADE RUG WITH UNDERLAYER TO LTA SPECIFICATION IN CASH COUNTING ROOM AND PASSAGE AREA.
- 49) SUPPLY AND INSTALL 1 X (1X3)2FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY CLIENT IN CASH COUNTING ROOM, FILING ROOM AND STORAGE ROOM.
- 50) PROVIDE 1 X DOUBLE TERMINATION PODS FOR WORKSTATIONS FOR NETWORK CABLES.
- 51) PROVIDE 1 X DOUBLE POWERPOINTS FOR WORKSTATIONS.

ENQUIRIES AREA

- 52) CARRY OUT FIT-OUT WORKS FOR THE ENQUIRIES COUNTER AS PER THE CONCEPT.
- 53) SUPPLY AND INSTALL 1 X (1X3)4FT REPLACEMENT LED PHILLIPS TROFFER LIGHTS OR EQUIVALENT TO OR APPROVED BY CLIENT.
- 54) PROVIDE 1 X DOUBLE TERMINATION PODS FOR COUNTER FOR NETWORK CABLES.
- 55) PROVIDE 1 X DOUBLE POWERPOINTS FOR COUNTERS.
- 56) SUPPLY AND INSTALL 600MM X 600MM NON-SLIP CERAMIC FLOOR TILE.
- 57) SUPPLY AND INSTALL SIGNAGES.

BUILDER WORKS

- 58) ALLOW FOR BUILDERS WORKS FOR ALL THE PC SUM ITEMS, THIS SHOULD BE ADDED IN THE TRADE SUMMARY IN THE FORM OF TENDER
- 59) ALLOW FOR BUILDERS WORKS FOR AIR- CONDITION INSTALLATION
- 60) ALLOW FOR SITE ACCESS FOR SUB-CONTRACTORS AND THOSE WHO ARE LTA'S NOMINATED CONTRACTORS FOR THE PROJECT
- 61) ALL ELECTRICAL WORKS FOR AIR-CONDITIONING WORKS TO BE CARRIED OUT BY ELECTRICAL CONTRACTOR. ELECTRICAL CONTRACTOR TO ALLOW SEPARATE CIRCUIT BREAKER FOR EVERY UNIT

GENERAL

- 62) DEMOLITION WORKS AS ILLUSTRATED IN THE DRAWINGS.
- 63) APPLY ONE (1) COAT OF UNDERCOAT AND TWO (2) COATS FOR FINISHING ON THE EXISTING INTERIOR WALL. COLOUR TO BE SELECTED BY LTA.
- 64) PROVIDE EXTERNAL AND INTERNAL DEPARTMENT SIGNAGES TO LTA STANDARD.
- 65) CARRY OUT DUCTING WORKS FOR ALL ICT AND ELECTRICAL CABLINGS.
- 66) ALLOW FOR DESIGN DOCUMENTATION FEES AND APPROVAL FROM REGISTERED ENGINEER.
- 67) ALLOW FOR TEMPORARY SERVICES (WATER, TELEPHONE & ELECTRICITY).
- 68) ALLOW FOR PLANT, MACHINERY AND SCAFFOLDING AS REQUIRED FOR NECESSARY EXECUTION OF THE PROJECT.
- 69) ALLOW FOR WASTE MANAGEMENT COSTS DURING THE CONSTRUCTION PERIOD.
- 70) ALLOW FOR ALL STATUTORY SUBMISSION AND INSPECTION FEES AS WELL AS PUBLIC NOTICES AND ADVERTISEMENTS AS REQUIRED UNDER THE CONTRACT.
- 71) ALLOW FOR SETTING OUT OF ALL WORKS.
- 72) ALLOW FOR PRELIMINARY CONSTRUCTION PROGRAM TO BE INCLUDED IN THIS TENDER AND FINAL CONSTRUCTION PROGRAM TO BE SUBMITTED TO PROJECT MANAGER WITHIN THREE (3) DAYS OF AWARD.
- 73) ALLOW AND DESCRIBE HEREIN ANY RELEVANT WORK ACTIVITY AND PRICE ANY OTHER WORKS OR OBLIGATIONS THAT MAY BE REQUIRED IN ORDER TO COMPLETE THE PROJECT.

- 74) ALLOW FOR SETTING UP OF SITE OFFICE WITH AMENITIES INCLUDING TRANSPORTATION AND OFFICE EQUIPMENT AS REQUIRED FOR NECESSARY EXECUTION OF THE PROJECT.
- 75) ALLOW FOR ENVIRONMENTAL IMPACT ASSESSMENT.
- 76) SUPPLY AND INSTALL SIGNAGE AND SIGNBOARDS AND MAINTAIN TO THE SATISFACTION OF THE PROJECT MANAGER THROUGHOUT THE DURATION OF THE PROJECT.
- 77) ALLOW FOR LEVEL FOUR (4) FINISH FOR GIB CEILING.
- 78) PREMISES TO BE NFA / FIRE COMPLIANCE. INSTALL FIRE BLANKETS AND FIRE EXTINGUISHERS WHEREVER REQUIRED.
- 79) CARRY OUT ALL OTHER WORKS PROPOSED BY LTA.

--END--