



# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	<b>OMD-Facilities</b>
<b>Nature of the services</b>	Preferred Service Provider for Architectural and Engineering (A&E) Services
<b>Location:</b>	SPC Suva Office
<b>Date of issue:</b>	27/08/2023
<b>Closing Date:</b>	8/10/2023
<b>SPC Reference:</b>	RFP23-5614

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

### 1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: [procurement@spc.int](mailto:procurement@spc.int).

### 1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in bidders local currency. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP23-5614**.

Your proposal must be received no later than **8/10/2023** by **11.45 PM Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP23-5614**. The deadline for submission of clarifications is **17/09/2023** by **11.45 PM Fiji Time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure

transparency of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

## 2.4 Evaluation

### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

## 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

## 2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
<b>RFP advertised</b>	27/08/2023
<b>Deadline for seeking clarification</b>	17/09/2023

<b>RFP Closing Date</b>	8/10/2023
<b>Award of Contract</b>	14/11/2023

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC’s Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of proposals:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in FJD and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

**Privacy:** The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**Warranty, representation, assurance, undertaking:** The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

## **2.8 Complaints process**

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: Terms of Reference

### A. Background/context

Pacific Community (SPC) is an international organisation established in 1947. Its headquarters is in Noumea, New Caledonia, with other offices in Fiji, Federated States of Micronesia and Solomon Islands. SPC has 26 member countries and territories including its founding members, Australia, France, New Zealand and the United States of America.

SPC offices in Fiji are located at the following locations:

1. Nabua Campus - 3 Luke Street Nabua.
2. Mead Road Campus - 241 Mead Road, Nabua.
3. Lotus Campus - Level 1 and 2, Lotus Building, Nabua.
4. Narere Campus -Beaumont Road, Narere.

The SPC owned Narere property sits on an area of over 2,000m<sup>2</sup> and consists of 8 buildings containing offices and laboratories of the Centre for Pacific Crops and Trees and the Entomology /Pathology Laboratory.

The Nabua Campus is the main hub and contains the Finance, Procurement, HR, Communications, EQAP, HRSD, Executive, Facilities, General Administration, FAME, EU-PMU and the EQAP and the HRSD Buildings.

The Lotus Campus contains SPC's IT department, Conference room and project offices and is located on the two upper floors of the Nabua police station, which is a concrete office building. The SPCs Mead Road Campus covering over 1400sqm contains several adjoining timber-framed office buildings, housing many of the scientific and project staff. The site also includes an Electronic Laboratory containing electronic and survey equipment.

As part of upkeep and maintenance of offices at the Suva locations, SPC has a maintenance schedule for the above offices, which is implemented by the SPC Suva Facilities team. In addition to the daily preventive maintenance and repairs of the buildings, the schedule also includes office refurbishment projects, and construction projects for new office space depending on the need. SPC also implements construction projects as part of the activities it implements for its member countries.

SPC intends to appoint an accredited and experienced architect(s) and engineering design service provider as preferred service provider(s) for architectural and services who shall provide their architectural and engineering consulting services on an ad-Hoc basis upon request of SPC. They shall be required to provide their services for refurbishment and construction projects undertaken at the SPC Suva Regional Office and their other member countries in the Pacific region.

SPC herewith invites bidders to submit a sealed bid for appointment of qualified contractor(s) on Preferred Service Provider arrangements for Architectural and Engineering Services for SPC Offices and SPC

implemented construction projects in the Pacific region. The appointed preferred service provider(s) will be expected to provide a quotation and upon the approval of the quotation and issuance of an official SPC purchase order be able to promptly deliver at the SPC Office in Suva or any other member country, the requirements at a price, which provides SPC the best value for money for every procurement made with the preferred service provider.

Preferred Supplier Agreements (PSA) will be awarded to the successful contractor/s for initially up to one year and at the discretion of SPC may be renewed for a further three years subject to Contractor's performance which will be assessed on a yearly basis and the review and verification of costs against the market rates which will also be carried out on a yearly basis.

## **B. Purpose, Objectives, scope of services**

1. The selected service provider will be required to provide a broad range of architectural and engineering (A&E) services in support of various SPC building and infrastructure projects. A typical list of the projects that will be undertaken is provided below:
  - a. Office refurbishment/upgrading Projects for SPC office in Suva and other SPC territories.
  - b. New building projects for SPC office in Suva and other SPC territories and for its members countries.
2. The contractor may be engaged for a full package of architectural and engineering (A&E) design services which may include but not limited to:
  - a. providing advisory and providing architectural and engineering service inputs to the scope (designs & costing estimates).
  - b. Inception stage- Site inspections, Appraisals etc.
  - c. Detail Design - preparation of site and floor plan, develop design with relevant agents and consultants.
  - d. Contract Documentation
  - e. Consulting services where the consulting firm is to provide the following.
    - i. preliminary conceptual designs (at least 3 options)
    - ii. provide detail architectural and engineering designs and costs estimates for tender purposes.
    - iii. documentation of tender documents and to lead the evaluation of successful bidder for the construction works.
    - iv. provide "approved for construction" drawings and specifications taking into account features applicable for green building such as energy efficiency, use of natural light, access for disabled, environmental considerations and in line with SPC's Social and Environmental Responsibility policy and the relevant Fiji Building codes and standards.
    - v. preparation of full set of architectural drawings, preparation of preliminary estimates of the project (this may be estimates based on an area and will not be taken as actual cost).
    - vi. Bill of Quantities
    - vii. preparation of Bidding documents,
    - viii. Provide Cost estimate and an indicative schedule and implementation plan with milestones for the construction.
    - ix. responding to request for clarification on bidding documents from bidders
    - x. Supporting responses in pre-bid meeting technical and procedural clarifications relevant to the design scope
    - xi. assisting in the technical evaluation of bids and with the selection of the Builder (in

- line with SPC procurement policy)
- xii. Obtaining necessary legislative and municipal approvals in line with local Government Building Code.
- xiii. Facilitate issuance of Engineering Certification for SPC construction works.
- xiv. Oversee the refurbishment works for the projects and report to SPC.
- xv. Certifying payment requests and invoices submitted by the contractor before submission to SPC for payment.
- xvi. Report any concerns relating to health and safety during the execution of the project.
- xvii. Verify samples and approve before construction.
- xviii. Meet regularly with contractors to ensure that all works are carried out in line with the scope of works for the project and material supplied as per requirements.
- xix. Monitor and ensure that the project is being implemented in accordance with the plans, on schedule and budget

### **Service Delivery**

The preferred supplier shall comply with the following service standards relating to the following for the duration of the contract:

- a) Timely response to request for quotation and queries
- b) Timely submission of reports
- c) Full attendance and participation in weekly meetings with contractors and SPC
- d) Providing A&E services as and when required and be able to maintain prices for the duration of the contract for a period of one year from the start of the contract.
- e) Providing SPC regular industry updates
- f) Comply with required safety and environmental standards.

The bidder shall comply with any requirements and conditions relating to the services as stated in the Purchase Order or contract and all services must conform to any specifications relating to the services as stated in the Purchase Order or contract.

All workers brought in by the appointed bidder on to the SPC campus shall be the full responsibility of the bidder. SPC shall not be liable for any injuries to the bidder's workers on the Campus or damages to machines while carrying out this scope of service.

The bidder shall appoint a designated Account Manager for SPC who shall be contactable, 24 hours 7 days a week.

### **Expected Outputs**

For every specific requirement, the preferred service provider shall respond to SPCs Request for Quotation with a reasonable time period as per the Service Standards specified in this RFP.

The service provider upon receipt of the official approved SPC Purchase Order shall provide the necessary service to SPC as per the agreed delivery schedule.

Should the preferred service provider fail to deliver the service on time as stipulated on the Purchase Order or as initially agreed, SPC has the right to cancel the order and shall not be responsible for costs incurred.

SPC will not be liable for payment for services delivered without receipt of approved SPC Purchase Order or

## Contract.

In the case where service needs to be provided at any other locations apart from the SPC Fiji Offices the delivery of this service shall be agreed in writing between SPC and the appointed bidder

A timesheet shall be issued by the Preferred Service Provider to confirm hours of service delivered against their report. The service hours shall not change from the hours stated in the purchase order. In unforeseen circumstance, where more hours are required, prior approval needs to be undertaken from an authorized SPC personnel.

## **Design Standards and Perimeters**

### **a) Design and Building Codes & Standards**

- i. All local state laws, regulations, codes, and standards shall be adhered to.
- ii. The Fiji Building codes and standards, safety and environmental standard related to the design, repair or construction works shall be complied with for all works.
- iii. The Works shall be carried out in accordance with the laws of Fiji and associated Acts and Regulations and in the case of other PIC's their own legislations shall apply, however, international laws shall take precedence over national laws of any country in the management of the contract between SPC and the contractor.
- iv. All work for the planning and developments of technical specifications should take into consideration the existing plans, actual dimensions and the latest building regulations, current industrial standards and COVID safe protocol.
- v. The bidder shall produce design, drawings, with due consideration to energy efficiency and International environmentally friendly norms and standards in line with SPC's Social and Environmental Responsibility policy.
- vi. The Consulting Company shall when requested prepare all requested documents necessary to obtain all approvals and permits from SPC and subsequently from the relevant local authorities.

### **b) Discipline Specific Requirements**

**Architectural and Interior Design** must be carried out by a licensed and registered Architect. Architectural design shall comply with the requirements of the latest edition of the Fiji building codes and other applicable standards and codes listed in this document. Particular attention shall be placed on efficient offices and emergency operations, and access for Persons with Disabilities. The architectural drawings shall also allow for detailing of any other construction or finishing requirements such as damp-proofing treatment, dust control, balustrades, and special details for fixation of equipment. Architectural Design will be reviewed by SPC at all stages.

**Civil Design** must be carried out by a registered Civil Engineer with appropriate qualifications and relevant experience. Civil Design shall comply with the requirements of the latest edition of the Building Code, Guidelines and other applicable standards and codes listed in. All storm, sewage, and water systems shall include climate change impacts.

**Mechanical design** must be carried out by a registered Mechanical Engineer with suitable qualifications and substantial experience in mechanical engineering design for buildings. The mechanical engineering design shall include the design of all mechanical systems to function the building including suitable heating, ventilating and air conditioning systems, plumbing, drainage, fire protection systems, and other mechanical systems. Mechanical systems are not intended to be complex. Designing climatically comfortable energy efficient interior environments, using shading, appropriate window types/films, solar energy panels & storage, cross flow and ceiling space ventilation, ceiling fans under-cladding & ceiling insulation and high reflectivity roofing paints is a requirement. The Designer must carefully consider insulation, both thermal and acoustic and specify appropriate materials to achieve recommended insulation levels in compliance with international standards approved to be used in the design. Mechanical drawings and specifications shall be appropriately detailed illustrating: equipment; piping; fittings; electromechanical components; connections, etc. Mechanical Engineering design documentation shall be submitted to SPC for review at all stages. Mechanical Engineering design shall comply with the latest edition of the National and International Standards, Codes and Practices.

**Electrical design** must be carried out by a registered Electrical Engineer with suitable qualifications and relevant experience. Electrical design shall include design of all electrical systems including power systems, internal and external lighting, security lighting, communications, alarm systems, lightning protection, grounding system and controls, backup generator system, solar power system and all other electrical systems required to function the building properly to serve the purpose it is intended for. Electrical drawings and specifications shall include wiring diagrams, transformers, single line diagrams, standby power generation set; site illumination, cabling, grounding, control, instrumentation, etc. The drawings shall illustrate electric operation and control panels, switchboards; measurement equipment panels; synchronizing equipment; lighting panels, etc. Electrical design shall be submitted to SPC at all stages. Electrical design shall comply with the latest edition of the National and International Standards, Codes and Practices.

**Structural design** must be carried out by a registered Structural Engineer with appropriate qualifications and relevant experience. Structural design shall include design of all structural components and members for the building to function for the purpose it is intended for. This includes the design of non-structural bracing of all ceilings, MEP systems, equipment, and furniture (interior and exterior). The buildings shall be designed to withstand appropriate level of cyclone and earthquake resistance. The Structural Designer must have specialist experience in designing buildings for these hazards. Structural design shall be reviewed by SPC at all stages. Structural design shall comply with the latest edition and strictest requirements of the latest edition of the National and International Standards, Codes and Practices.

### **c) Special Design Considerations**

#### **i. Natural Hazards**

Natural Hazards and Climate change combined with the tropical island environment is a major risk for the buildings. Tropical Cyclones, Flooding, Rain/Ponding, Earthquakes, Extreme Heat, and the effects of climate change are to be designed for. The building is considered to be in a Tropical Cyclone prone region requiring Wind Borne Debris impact to be accounted for in design and specifications.

**ii. Materials Selection:**

SPC is committed to being a responsible organisation in the fight against climate change and biodiversity loss and in the protection of the environment, therefore all Items selected shall be made of environmentally friendly materials. Where applicable, the bidder shall recommend usage, materials rated for energy efficiency (e.g. 5 star rather than 1-star).

**iii. Gender Equality, Persons with Disabilities, Occupational Health and Safety:**

The design should incorporate the needs of men and women so that the design is gender inclusive. This will include provision of separate amenities for men and women including toilets, changing facilities, childcare facility and rest areas during normal operations, and sheltering operations. It is expected that the Designer shall incorporate design features promoting gender equality, safety and friendly to the Persons with Disabilities. The Design Criteria report shall indicate specifics to achieve this.

**iv. Sustainable Design**

SPC requires sustainable design services that architect might offer could include analysing materials' impact on health, design for well-being, energy analysis, ventilation and computational fluid dynamics, carbon accounting, project sustainability assessment.

**C. Timelines**

The Architectural service provider shall provide the required services to SPC for an initial duration of 1 year and it will be renewed for up to three years following confirmation of satisfactory performance.

During the duration of the PSA, the service provider will be required to provide A&E services for small office refurbishment/ upgrading projects. The duration of work for these projects shall be for 6- 8 weeks.

## D. Reporting and contracting arrangements

The Designer shall be required to submit and present the following report to the SPC authorised delegate or designated SPC Facilities representative. Reports shall confirm sub project commencement, progress, and completion, supported by photographs minutes of meetings and results.

**Initial Report:** Within two weeks from the date of issuance of the Purchase order or the commencement of the services the Designer shall provide Preliminary Concept Design, survey and site investigation reports including revised plan of action.

**Progress Meetings:** The Designer will be expected to participate in fortnightly progress meetings with SPC during the course of the Works or any other intervals agreed between parties. The meetings will be coordinated by SPC who will manage agendas and prepare records of discussions and decisions for circulation.

**Progress Reports:** The Designer shall report at the end of each month from the date of commencement of the services. The reports shall outline substantive works completed to date; milestones achieved in accordance with the project plan.

**Completion Report:** On completion or otherwise upon request, the Designer shall submit a documented report. All irregular or emergency events or situations will be immediately reported to the SPC authorised delegate.

### Service Standards

The preferred supplier shall comply with the following service standards at all times:

Activity	Standards
Site Inspections	3 days from the date of request from SPC
Initial current layout of the space	5 Business Days upon receipt of SPC Approved PO
Updated 1st draft after consultation with SPC	3 Business Days following consultation with SPC
Updated 2nd draft with changes following second round of consultation with SPC	3 Business Days following consultation with SPC
Updated 3rd draft (If required)	3 Business Days following consultation with SPC
Finalized set of drawings for Approval and tender	5 Business Days following consultation with SPC
Response to request for quotation	Within 2 business days
Reply to SPC routine correspondence.	Within 1 business Day (If a detailed reply cannot be given within this period, an acknowledgement will be sent)

Response to SPC urgent correspondence	Within the timescale that SPC specifies.
Maintain prices approved by SPC for the duration of the contract	Ongoing Basis, as and when required to.
Providing SPC regular industry updates	Once a Week
Submission of completion certificate	7 days upon completion of the project

## E. Skills and Qualifications

### 1. Technical Competencies

- a. The preferred firm shall primarily be an engineering/ architectural services, experienced in the A&E and works contract supervision for government, NGO, private or public organisations.
- b. Must be a registered firm and a be member of [Fiji Association of Architects](#) or registered under APEC and or registered under Australian Institute of Architects or any other internationally recognised body of Architects.
- c. The firm must have at least 10 years of experience in Architecture and Engineering Design/ Management for refurbishment and new build projects.
- d. The *Senior Design Team Leader* must have minimum 5 years relevant experience, and tertiary qualification in Civil Engineering and/or Architecture. Demonstrated Project management for a multidisciplinary building design project with building design experience.
- e. The *Architect* must have minimum 5 years' relevant experience with a tertiary qualification in architecture. Demonstrated experience in Architectural design of offices (2-3 storey building). Architect must be registered Architect and must sign off and stamp all Architectural designs and documentation.
- f. The *Structural engineer* must have 3 years relevant experience with a tertiary qualification in structural engineering. Demonstrated experience in Structural engineering design of Office buildings including 2-3 office storey buildings. Structural Engineer must have necessary licenses and registration to sign off and stamp all structural designs and drawings.
- g. The *Quantity Surveyor* must have 3 years relevant experience, a tertiary qualification in Civil Engineering. Demonstrate skills in Rate analysis, quantity and cost estimate preparation of buildings using excel spread sheet including 2 years of Pacific Island experience.
- h. The *Mechanical Engineer* must have 3 years relevant experience with a tertiary qualification in mechanical engineering. Demonstrated experience in office refurbishments/upgrading projects including 2-3 office storey buildings. The Engineer must have necessary licenses and registration to sign off and stamp relevant designs and drawings.
- i. The *Building Services Engineer* must have 3 years relevant experience with a tertiary qualification in

building services engineering. Demonstrated experience in office refurbishments/upgrading projects including 2-3 office storey buildings. The Engineer must have necessary licenses and registration to sign off and stamp relevant designs and drawings.

j. The *Geotechnical Engineer* must have the 3 years relevant experience with a tertiary qualification in Geotechnical services engineering. Demonstrated experience in office refurbishments/upgrading projects including 2-3 office storey buildings. The Engineer must have necessary licenses and registration to sign off and stamp relevant designs and drawings.

k. Changes to the Key Members proposed in the bid after an award of a Contract or at any stage during implementation is allowed only if the substitute personnel proposed have equal or more qualifications and experience than the team members proposed in the bid. Such requests for substitutions are subject to approval of SPC.

## **2. Technical Capacity**

- i) Designing projects from concept development through to completion.
- ii) Develop and present project proposals.
- iii) Adjusting designs and plans to meet the SPC's needs.
- iv) Preparing drawings, blueprints, specifications, and construction documents.
- v) Ability to provide an estimate preliminary costing of projects.
- vi) Ability to take social responsibility and environmental consideration while designing and drawing.
- vii) Facilitate EIA assessment, and any other approvals required by the local authorities.
- viii) Demonstrate the ability to draw up the scope of work and the bidding package for large construction projects.
- ix) Demonstrate with example experience in Construction Supervision and ability to provide certificate of completion.
- x) Demonstrate ability to comply with all relevant local and international technical standards and specifications.
- xi) Must be able to provide technical support and advice on all aspects of construction and the material requirements if and when required by SPC.
- xii) Demonstrated ability in development of a long-term capital projects sustainable development plan. The plan taking into account SPC's future requirements relating to office space development and capital projects and taking into consideration international social and environmental requirements and best practices for development of 'green offices' and COVID safety measures.
- xiii) Demonstrate the ability to carry out assessment, onsite inspection and managing projects collaborating with other construction professionals
- xiv) Must be able to provide technical support and advice on the material requirements if and when required by SPC.

## **F. Scope of Bid Price and Schedule of Payments**

- 1. The rates quoted by the supplier should represent best value for money.
- 2. The rates quoted should be valid and are to remain fixed for a period of one (1) year from the date of award of contract, and must be inclusive of, insurance, charges, GST, levies and taxes.
- 3. In the event that the services are required by SPC within a year of signing of contract the

Supplier(s) shall provide the services at the contract rate.

4. If there is a change in the Price for reasons beyond the supplier's control, SPC should be advised promptly and upon approval by SPC, the contract rate shall be amended.
5. All invoices quoting the official purchase order must be submitted to the receiving officer or the Finance Section, SPC. Invoices delivered elsewhere may lead to delay in payment

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<p><b>E-mail 1:</b></p> <ul style="list-style-type: none"> <li>• Bidder's letter of application (Annex 1)</li> <li>• Completed and signed conflict of interest declaration (Annex 2)</li> <li>• Information about bidder's due diligence (Annex 3)</li> <li>• Technical Proposal submission form (Annex 4) including:               <ul style="list-style-type: none"> <li>○ Company Registration</li> <li>○ Valid Business License</li> </ul> </li> </ul> <p><b>Architectural Services</b> Must be a registered company and be member of <a href="#">Fiji Association of Architects</a></p> <p><b>Engineering Services</b> Must be registered and be member of Fiji Institute of Engineers</p> <p><b>E-mail 2:</b></p> <ul style="list-style-type: none"> <li>• Financial submission – password protected (Annex 5)</li> </ul>		Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<p><b>Organisational Background and Experience.</b></p> <ul style="list-style-type: none"> <li>• Years of Establishment – Minimum of 5 years' experience</li> <li>• Relevant Experience – Past Similar Projects Undertaken</li> </ul>	25%	175
<p><b>Technical Capacity</b></p> <ul style="list-style-type: none"> <li>• Team Capability and Structure</li> <li>• Delivery Capacity</li> </ul>	25%	175

<ul style="list-style-type: none"> <li>• Key personnel dedicated to SPC</li> </ul>		
<b>Proposed Approach and Methodology</b>		
<ul style="list-style-type: none"> <li>• Ability to Manage Projects-Refurbishment/New Build Projects</li> <li>• Proposed Work Plan and approach for project scenarios provided on the technical submission form.</li> <li>• Understanding of scope and the risks related to the project.</li> <li>• Sustainability Measures</li> <li>• Manage SPC Account</li> <li>• Demonstrate ability to carry out work as per required standards and legislative requirements.</li> <li>• Demonstrate ability to work across different pacific island countries where SPC offices are based and ability to apply requirements of the respective countries for projects undertaken.</li> </ul>	50%	350
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

#### 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 23-5614** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION			
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>			
Company name	[Enter company name]	Address	[Enter address]
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]		
Date of business registration	[Enter date of business registration]		
Country of business registration	[Enter country of business registration]		
<b>Status of the entity:</b>			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]			
<b>2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:</b>			
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity			
<b>3. How many employees does your company and its subsidiaries have?</b>			[provide answer]
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'No', what type of business insurance do you have?		[provide answer]	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'No', please explain the situation:		[Provide details]	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', please specify the name:		[Insert name of the national regulation authority]	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available			

DUE DILIGENCE			
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'yes' to the previous question, please confirm the branches:			
• Head Office & domestic branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>			

Foreign Institutions	Financial	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Entities	Government	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Resident Individuals		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:				<i>[Provide details]</i>		
<b>11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please explain how:</i>				<i>[Provide explanation]</i>		
<b>12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please send SPC your policy in English.</i>						
<i>If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?</i>				<i>[provide answer]</i>		
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please state that officer's contact details:</i>				<i>[Insert name and contact details]</i>		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please provide details:</i>				<i>[Provide details]</i>		
<b>15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please provide details:</i>				<i>[Provide details]</i>		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please send SPC your policy in English.</i>						
<i>If 'No', what process does your entity have in place to ensure your social and environmental responsibility?</i>				<i>[provide answer]</i>		
<b>Does your Policy or Process cover the followings?</b>						
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility						
<i>Please, outline the major actions you have undertaken in these areas:</i>				<i>[provide answer]</i>		
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please state that officer's contact details:</i>				<i>[Insert name and contact details]</i>		

## SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

### PART A: Organisational Background/ Relevant Experience

#### A1: Firm/Institution Background

Registered Name:	
Licence number if available	
Year Established:	
Physical Address/es:	
Postal Address:	
Telephone Contact:	
Fax Number:	
Email:	
Contact Person:	
Position of Contact Person:	
Financial Standings for at least 2 years (Provide last 2 years Financial Statements if possible but not Mandatory)	
Tax identification number	
Professional Membership or registration with recognised body such as <ul style="list-style-type: none"> <li>• <a href="#">Fiji Association of Architects</a></li> <li>• Fiji Institution of Engineers (attach copy of certificates to confirm membership)</li> </ul>	

#### i. Work Experience (2 pages maximum, 3 per project)

Using the format below, bidders shall provide details of three projects that demonstrate their work experience.

Detailed evidence of the proposed subcontractors' relevant experience must also be submitted.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

<b>Bidder's Experience</b>			
<u>Relevant Experience - Project One</u>			
Project Title:		Previous Client Name:	
Project Location:		Project Dates:	<i>[Start Date and Contract Duration]</i>
Contract Value:		Tenderer's Role:	
Project Description:			
Previous Client contact name and phone number:			
Names of Key Delivery Team Members and Roles:			
Names and roles of bidders' subcontractors (if any):			

**ii. Track Record (3 pages maximum, 1 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their track record in completing services similar to the scope of services of this RFP

The areas on which referees will be asked to comment may include:

- Understanding of the clients requirements
- Manage, understand, and ability to deliver key dates and timelines.
- Understanding of the process required for the Project and partnerships required for successful approvals
- Management style, claims culture,
- Clarity of documentation submitted,
- Health and safety planning through design
- Coordination and communication skills (internally and externally),
- Use of environment sustainable materials and its application for the Project
- Consideration of international social and environmental requirements and best practices for development of 'green offices' and COVID safety measures.

<b>Bidder's Track Record</b>			
<u>Track Record - Project One</u>			
Project Title:		Previous Client Name:	
Project Location:		Project Dates:	<i>[Start Date and Contract Duration]</i>
Contract Value:		Tenderer's Role:	
Project Description and key points on A&E Designers performance			
Client Reference contact name and phone number:			
Was the design documentation submitted as per the agreed time schedule. including any extensions of time (if not state reasons why).			
Was the project delivered to the required quality standards and was any rework required			

**PART B: TECHNICAL CAPACITY**

**1. TEAM CAPABILITY AND STRUCTURE**

**List of Key Roles and Responsibilities each personnel will undertake:** Beside the above key personals, the consulting firm shall engage other personnel to deliver the scope of services of this RFP. The consulting firm shall be responsible for the qualification and quality of work of all other personnel.

	<b>Personnel</b>	<b>Bidders Response (please specify years of relevant experience, tertiary qualifications and skills and expertise).CV to be also provided.</b>
1.	Contract Manager/Contractor's Representative	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
2.	Senior Design Team Leader	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience:

		Tertiary Qualifications: Skills and Expertise:
3.	Senior Architect	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
4.	Civil & Structural Engineer	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
5.	Mechanical Engineer	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
6.	Quantity Surveyor	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
7.	Building Services Engineer	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
8.	Geotechnical Engineers	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:
9.	Technician	Name: Employee of company/joint venture: Years of relevant experience: Details of Relevant experience: Tertiary Qualifications: Skills and Expertise:

## PART C- PROPOSED METHODOLOGY AND APPROACH

The bidder will need to complete Questions **NO. s 1-5** taking into consideration the following project scenarios:

### 1. Scenario 1

SPC intending to construct a new multi-storey building at the SPC Suva Office to accommodate additional staff requirements. The appointed A&E service provider is expected to manage all aspects of the architectural and engineering (A&E) and project management requirements for the project.

### 2. Scenario 2

SPC is undertaking a refurbishment or a redesign of a current office building to create additional office space. The appointed A&E service provider will be required to provide guidance to the Facilities Team on how to accommodate the required change to the current building, proposed design, oversee works to the completion stage.

	<b>Technical Criteria</b>	<b>Bidders Response Scenario 1</b>	<b>Bidders Response Scenario 2</b>
1	Provide details on how the A&E service provider intends to provide services required as per the scenarios mentioned above in line with required standards and legislative requirements including the Fiji Building codes		
2	Provide details on how the A&E service provider will engage with SPC to provide the necessary support, technical guidance and oversight to ensure completion of projects described in both scenarios above		
3	Provide details on how the A&E service provider intends to carry out assessment, onsite inspection and managing projects collaborating with other construction professionals.		
4	Provide details on how the A&E Service provider will ensure awareness and compliance with OHS legislations and regulations to health and safety at work as contained in the Fiji Health and Safety at Work Act 1996 in their workplace and on their designs.		
5	Demonstrate how you plan to integrate sustainability measures in the execution of the above. The Bidder shall notify SPC on the services that architect should offer such as analysing materials' impact on health, design for well-being, energy analysis, ventilation and computational fluid dynamics, carbon accounting, project sustainability assessment etc		

6	Provide details on how the firm propose to work across different pacific island countries and with different regulations that will apply in the different area's projects may be implemented, ensuring compliance with all relevant statutory regulations in the jurisdiction the construction will take place		
7	Demonstrate how the firm proposes to develop a 2-year long term capital projects sustainable development plan. The plan taking into account SPC's future requirements relating to office space development and capital projects.		

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

A. Cost Proposal – All prices quoted are in FJD and inclusive of all taxes.

### THE FORMAT SHOWN BELOW SHOULD BE USED IN PREPARING THE PRICE SCHEDULE

For the Price Schedule excel copy refer to Annex VI, Bidders Insurance Statement

1. The bidder is required to provide the price per unit for each of the following items and also specify if there are any discount or exemptions.
2. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
3. The rate quoted should be valid and are to remain fixed for a period of one (1) year from the date of award of contract, and must be inclusive of, insurance, charges, GST, levies and taxes.

### B. Fees for Large Projects (for e.g. Construction Project in Scenario 1)

Fee Percentage based on the Project Cost. This structure includes the whole package from preliminary design up to assessment of DLP period upon construction completion.

Professional fees related to the Terms of Reference	
Project Cost (FJD)	Fee as a Percentage to project cost
\$ 100,000	
\$ 200,000	
\$ 400,000	
\$ 500,000	
\$ 750,000	
\$ 1,000,000	
\$ 2,500,000	
\$ 5,000,000	
\$ 5,000,00 – 7,000,000	

### C. Fees for Small Projects (for e.g., Small Refurbishment Project in Scenario 2)

#### Hourly Cost per Personnel

Professional fees related to the personnel's hired for the job.		
Nature of service	Unit of Measurement	Rate per unit (FJD)
Contract Manager/Contractor's Representative	Hourly Rate	
Senior Design Team Leader	Hourly Rate	
Senior Architect	Hourly Rate	
Civil Engineer	Hourly Rate	
Structural Engineer	Hourly Rate	
Mechanical Engineer	Hourly Rate	
Building Services Engineer	Hourly Rate	

Geotechnical Engineers	Hourly Rate	
Quantity Surveyor	Hourly Rate	
Technician	Hourly Rate	
<b>Add any other personnel's (Please Specify per hour)</b>		

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*