



# Bula!

## **CYCLONE RECOVERY PROGRAM TENDER BRIEFING**

AM-11868 Architectural Services – Standard Classrooms and WASH  
Facility Designs for the Fiji Social Infrastructure Program

Date: Thursday, 26 September 2024

Time: 11.30am to 1.30pm (Suva, Fiji time)

# Tender Briefing Agenda

1. Welcome and introduction
2. Project Overview
3. Tender Scope and Requirements
4. Tender Submission Process
5. Contract and Payment Terms
6. Questions and Answers
7. Closing Remarks

# Background and Project Overview

1. The Facility is currently embarking on assessment of 86 schools along the Suva – Nausori Corridor.
2. Some of these schools will be prioritised for infrastructure investment in the new Fiji Social Infrastructure Program starting in January 2025
3. The RFT is for the design of standard modular classroom and WASH Facility design that can be configured to accommodate the needs of individual schools
4. No schools have been identified yet, hence these designs will be used on the prioritised schools.
5. Designs to be developed to 70% and should be sufficient to tender for Design and build contracts or the architect may be required to complete final site-specific designs.

# Works Included

The Architectural services must include the development of drawings and specifications up to 70% of Design and must include:

- a. Classroom design to cater for both primary and secondary schools
- b. Staff rooms
- c. Administration Offices
- d. All classroom and WASH facility configurations listed in Part B and C
- e. Part D - Standalone WASH Facilities with Accessible toilet and Shower

In addition to the above drawings and specifications, the following deliverables must also be included for each facility:

- Standard Electrical, Mechanical, Hydraulic, Fire Engineering drawings
- Standard Civil and Structural drawing to withstand Cyclone Category Five (5)
- Early Works package to be scoped / described (e.g. Geotechnical Reports, Topographical and Cadastral Surveys and HazMat Coordination)
- Stakeholder consultation with MoE.
- Cost Plans (A and B) to be developed alongside Schematic Design and Design Development to have a price estimate of construction costs

# **Works Not Included** (The following services are not included as they are site specific)

1. Survey
2. Geotechnical assessment
3. Detail Structural engineering relating to footings and foundations

# Tender Submission Process

- Submission format – see Part D Response Forms
  - Mandatory criteria
  - Technical Criteria (Word version) (80%)
    - Prior demonstrated relevant experience and reference (20%)
    - Team, Capacity and Capabilities of the organisation (20%)
    - Project appreciation and methodology (40%)
  - Financial Criteria (Excel version) 20% Value for money Assessment - Price Returnable Schedule

# Tender Timelines

Lodgement and Query Dates	
<b>Invitation Issue Date</b>	Saturday, 14 September 2024
<b>Tender Briefing Date/Location</b> (not mandatory) (12.00pm Suva, Fiji time)	Thursday 26 September 2024 @ 12.00pm, Masi Room, Sabrina Building, Corner of Gordon Street and Victoria Parade, Suva
<b>Last Queries Date</b> (5.00pm Suva, Fiji time)	Friday, 04 October 2024
<b>Closing Date and Time</b> (11.59pm Suva, Fiji time)	Wednesday, 09 October 2024
Indicative Timetable	
<b>Completion of evaluation</b>	Week of Monday, 21 October 2024
<b>Notification to successful Supplier(s)</b>	Week of Monday, 21 October 2024
<b>Contract executed</b>	Week of Monday, 28 October 2024
<b>Notification to unsuccessful Supplier(s)</b>	Week of Monday, 04 October 2024
<b>Contract commencement</b>	Monday, 01 November 2024

# Contract and Payment Terms

- See Part C – Draft Services Agreement
  - See item no. 12 of the Response Form – Part D for any non-compliance on the draft contract.



# Payment Milestones and Process

Milestone Number	Milestone Deliverable by Contractor	Tentative Due Date for Deliverable	Milestone Payment	Means of Verification/Acceptance
1	Mobilisation and briefing with DFAT, MoE and FPSF	End of week one (1)	10%	Written acceptance by Tetra Tech International Development
2	Concept Design (CD) (15%) - Presentation to DFAT, MoE and FPSF and submission in hardcopy.  All design options must be presented	End of week three (3)	20%	Written acceptance by Tetra Tech International Development
3	Schematic Designs (SD) Report (30%) - Presentation of all Schematic Design Drawings and submission in hardcopy. Allow for review and feedback by DFAT, MoE and FPSF.	End of week six (6)	30%	Written acceptance by Tetra Tech International Development
4	Design Development (DD) Report (70%) – Presentation of all Design Development Drawings and submission in hardcopy.	End of week Fourteen (12)	20%	Written acceptance by Tetra Tech International Development
5	Submission of all architectural, structural and services drawings and acknowledgment of all Intellectual Property rights to MoE, DFAT and FPSF.  (3 hard copies of each drawing, PDF, and DWG editable drawings via USB)	End of week Sixteen (16)	20%	Written acceptance by Tetra Tech International Development

# Questions and Answers

**Thank you, vinaka, dhanyavaad  
and fafetai lasi**