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RFT REQUIREMENTS

TENDER FOR OFFICE RELOCATION: DESIGN, DOCUMENTATION & PROJECT MANAGEMENT

RFT Issued	5 April 2025
RFT Closing	10 April 2025 04:00
RFT Submission Method	Email
RFT Submission Email	tenders@taf.org.fj

RFT INSTRUCTIONS & ESSENTIAL CONTEXT

TENDER FOR OFFICE RELOCATION: DESIGN, DOCUMENTATION & PROJECT MANAGEMENT

OVERVIEW

The Telecommunications Authority of Fiji (The Authority) is a Statutory Authority mandated in the Telecommunications Act of 2008 as the regulator of Fiji's Telecommunications sector.

The Authority invites qualified firms to submit proposals for the design, documentation, approval process, and project management of the relocation and fit-out of a new office space in Level 2, Butt St, Suva. The office space is approximately 327.5 sqm. The selected firm will be responsible for ensuring a seamless transition from the current office to the new premises while maintaining compliance with regulatory requirements and ensuring quality execution. The selected firm will be awarded both design & documentation and project management responsibilities to ensure seamless execution. The main contractor [to be selected after the design is finalised] will be responsible for the construction work under the firm's oversight. The successful completion of this project will enable the company to transition smoothly into the new office while optimizing operational efficiency and workplace functionality, while also ensuring compliance with relevant building codes, laws and regulations.

To this end, The Authority has issued this RFT for **TENDER FOR OFFICE RELOCATION: DESIGN, DOCUMENTATION & PROJECT MANAGEMENT** comprising the following Sections:

Section A: RFT Administration Instructions

Section B: Essential Context Information

Section C: Tender Requirements (Technical, Project Management, Commercial)

Sections A and B are included in this document and is for the bidder's noting.

Section C is a separate Word document containing structured requirements with relevant responses.

Bidders must complete Section C and submit a PDF copy to tenders@taf.org.fj before the RFT closure time.

The Authority invites interested parties to review these documents carefully and should any aspect relating to these documents require clarification, promptly email the contact person identified within the Tender Instructions section to have these addressed.

TABLE OF CONTENTS

1	SECTION A: TENDER ADMINISTRATION INSTRUCTIONS	1
1.1	RFT Contact	1
1.2	Introduction	1
1.3	Information Confidentiality	1
1.4	RFT Circulation	1
1.5	RFT Timetable.....	2
1.6	RFT Clarifications	2
1.7	RFT Changes including Extensions of closing date	2
1.8	Proposal Responses	2
1.9	Proposal Delivery	2
1.10	Proposal Preparation Costs.....	2
1.11	Proposal Validity Period	2
1.12	Proposal Evaluation Criteria	2
1.13	Evaluation Clarifications	3
1.14	Results of the RFT Process.....	3
1.15	Rights.....	4
1.16	Actions and Decisions	4
1.17	Canvassing	4
2	SECTION B: ESSENTIAL CONTEXT INFORMATION	5
2.1	Purpose.....	5
2.2	AS-IS Status.....	5
2.3	TO-BE Status	5
2.4	Scope & Deliverables	5
2.5	RFT Timelines	9
2.6	RFT Submissions	9

1 SECTION A: TENDER ADMINISTRATION INSTRUCTIONS

1.1 RFT CONTACT

- 1.1.1 All queries relating to this RFT, including registration for Bidder Briefing Session or requests for clarification or information, should be directed **via email** to the Authority's contact person:

Contact Name	Waisele Latianara
Contact Role	Manager Corporate Services
Contact Email	waisele.latianara@taf.org.fj
Contact Mobile	+679 999 7004

1.2 INTRODUCTION

- 1.2.1 This section outlines instructions to bidders relating to the administration of this tender.
- 1.2.2 Bidders intending to bid for this opportunity must do so in accordance with the complete terms and conditions outlined in this RFT.
- 1.2.3 The RFT is expected to conclude with The Authority successfully negotiating and awarding a contract for the implementation and support of the solution having been satisfied that the successful bidder:
- 1.2.3.1 has a track record for delivering solutions of the type specified in this RFT.
 - 1.2.3.2 has the capability to deliver the project's scope as specified in this RFT.
- 1.2.4 Should The Authority determine that the outcome it seeks in 1.2.3 is unachievable, The Authority reserves the right to suspend or terminate this RFT or reissue it.

1.3 INFORMATION CONFIDENTIALITY

- 1.3.1 The RFT documents are the property of The Authority and may not be copied or reproduced in any way, other than for the sole purpose of preparing and submitting bidder proposals.
- 1.3.2 Bidders must not release or disclose any of the information to any other person, (other than to their employees, agents or advisors).
- 1.3.3 Bidders are responsible for any unauthorized disclosure of such information by their employees, agents or advisors.
- 1.3.4 Information supplied by The Authority (either by itself or through its advisors) about this RFT or any contract that may arise out of it, is confidential between the Authority and the bidder.
- 1.3.5 Bidders shall not make any public statements to third parties or release any information to the press or other media in relation to this RFT, its contents, its response to it, or the awarding of any contract relating to it without the written permission of The Authority's Chief Executive or his/her delegate.

1.4 RFT CIRCULATION

- 1.4.1 This RFT is available to any party that believes it possesses relevant expertise and support capability pertaining to the RFT's scope.

- 1.4.2 The Authority will not disclose the identity of parties who have requested copies of this RFT, nor the identities of bidders who have responded to this RFT.

1.5 RFT TIMETABLE

- 1.5.1 The timetable for this RFT is outlined in clause 2.5.1 of Section B.

1.6 RFT CLARIFICATIONS

- 1.6.1 The Authority will only respond to **email enquiries** made to this RFT's contact person. TAF will respond directly to the entity making the enquiries.

1.7 RFT CHANGES INCLUDING EXTENSIONS OF CLOSING DATE

- 1.7.1 The Authority reserves the right to change the RFT requirements or extend the closing date prior to expiry of the closing date and time. Bidders should consult TAF website on www.taf.org.fj for any extensions.

1.8 PROPOSAL RESPONSES

- 1.8.1 All proposals are to be submitted in English.
- 1.8.2 Bidders are expected to submit honest and complete responses. Where a proposal contains statements that is factually incorrect or intended to mislead The Authority, such proposals **will not be considered for further evaluation**.
- 1.8.3 The Authority is under no obligation to check any proposal for errors. The Authority expects that acceptance of a bidder's proposal that contains errors will not invalidate any subsequent contract or deliverables by a bidder to meet the Authority's requirements.
- 1.8.4 By submitting a proposal, bidders warrant that any information provided to The Authority and the use of it by The Authority for evaluating proposals or for negotiating any resulting contract, will not breach any third-party intellectual property rights.

1.9 PROPOSAL DELIVERY

- 1.9.1 Details relating to the delivery method are specified in clause 2.6 of Section B.
- 1.9.2 Bidders are advised to submit their bid documents well in advance of the closing date to avoid being disqualified for late submission. **Late bids will not be accepted.**

1.10 PROPOSAL PREPARATION COSTS

- 1.10.1 The Authority is not liable for any costs incurred in the preparation or submission of Proposals.

1.11 PROPOSAL VALIDITY PERIOD

- 1.11.1 Bidder proposals must be continuing and irrevocable and open for acceptance until the Expiry of Bid Validity specified 2.5.1 of Section B.

1.12 PROPOSAL EVALUATION CRITERIA

- 1.12.1 Proposals will be evaluated based on its compliance to the RFT Specifications outlined in Section C which include requirements that establish:

- 1.12.1.1 Credibility of bidding organization.
- 1.12.1.2 Bidder track-record in implementing solutions required in the RFT.
- 1.12.1.3 Credibility of products proposed including compliance to relevant standards.
- 1.12.1.4 Credibility of references provided and relevancy to project.
- 1.12.1.5 Realistic project delivery schedule which considers dependencies between parties.
- 1.12.1.6 Post-Project support response times, service levels and accountabilities.
- 1.12.1.7 Overall Lifetime Cost of the solution over the expected lifetime period i.e., bidder Initial and Recurring Costs plus any ancillary costs which the bidder has specified that The Authority must incur for the solution to work as expected.

1.13 EVALUATION CLARIFICATIONS

- 1.13.1 Where required, The Authority will request bidders to clarify aspects of its proposal or provide more information to complete The Authority's evaluations or formally document comments or commitments bidders have made during their presentation to The Authority.
- 1.13.2 Requests stated in 1.12.1 require prompt action and bidders must respond in writing within the time specified in such requests.
- 1.13.3 In the event the Authority fails to receive a response from the bidder within the time allocated, the Authority reserves the right not to consider the bidder's proposal any further.

1.14 RESULTS OF THE RFT PROCESS

- 1.14.1 On completion of evaluations, the Authority expects to either:
 - 1.14.1.1 Enter directly into negotiations with shortlisted Bidder(s); or
 - 1.14.1.2 Re-open the tender and/or seek further proposals; or
 - 1.14.1.3 Terminate this RFT process.

1.15 RIGHTS

1.15.1 The Authority reserves the right to:

1.15.1.1 Establish contact with any bidder before and/or after the RFT closes for the purpose of clarifying any queries they raise or any aspect of their bid proposals.

1.15.1.2 Not accept the lowest proposal.

1.15.1.3 Deal separately with any of the divisible elements of any proposal.

1.15.1.4 Reject any or all proposals at its sole discretion.

1.15.1.5 Suspend or cancel, in whole or in part, this RFT.

1.16 ACTIONS AND DECISIONS

1.16.1 Nothing in this RFT or any subsequent communication or correspondence (taken individually or collectively) prior to a contract being executed with the successful bidder will in any way bind the Authority or impose any obligation on the Authority.

1.16.2 Unless as stipulated in this RFT, no actions, decisions or contractual negotiations are to be initiated by bidders because of discussions with any of the Authority's employees or any other person purporting to act on the Authority's behalf.

1.16.3 Only communications in writing, from the Authority by the Authority's contact person or authorised individuals can be regarded as duly authorised expressions on behalf of the Authority.

1.16.4 The Authority will not be bound by statements, written or verbal, made by any person other than its nominated contact person or persons authorized by the Authority in relation to this RFT.

1.17 CANVASSING

1.17.1 Bidders should not directly or indirectly lobby or attempt to influence any the Authority's Employees, Board Members, Consultants or Advisors in relation to this RFT. Where bidders directly or indirectly make such an approach, then that bidder's proposal will be disqualified and excluded from the evaluation process.

2 SECTION B: ESSENTIAL CONTEXT INFORMATION

2.1 PURPOSE

This document provides context and background for TENDER FOR OFFICE RELOCATION: DESIGN, DOCUMENTATION & PROJECT MANAGEMENT RFT and critical instructions on how to complete the tender responses.

2.2 AS-IS STATUS

The Authority is currently stationed at 76 Gordon Street and plans to relocate to its new office space that bidders are requested to submit proposal for the tender works.

2.3 TO-BE STATUS

The Authority will be moving to its new office space located at Level 2, LIC Building, Suva. The project aims to modernize and enhance the office environment for improved functionality, friendly workplace, and efficiency. The successful contractor shall provide comprehensive design solutions and project management services, ensuring that all necessary materials, labour, and installations required for the renovation are coordinated and completed to a high standard.

2.4 SCOPE & DELIVERABLES

The TENDER FOR OFFICE RELOCATION: DESIGN, DOCUMENTATION & PROJECT MANAGEMENT is divided into three key deliverables:

1. Design & Documentation and Approval Process
2. Project Management & Execution
3. Overseeing the Exit and Make Good of Current Office

The project expects the following outcomes and must include the following features:

2.5 DESIGN & DOCUMENTATION AND APPROVAL PROCESS

The firm will be responsible for developing plans and obtaining necessary approvals before construction work commences. This includes:

2.5.1 Architectural & Engineering Design

- Consult with TAF and other necessary organizations and persons in order to ascertain project requirements.
- Investigate, analyze and measure the new office to the extent necessary to determine information necessary for project work.
- Attend coordination meetings.
- Provide architectural design drawings which shall include all components and accessories including 2D/3D renderings.
- Provide detailed technical drawings and specifications for all works which can be used for tender process when selecting the main contractor.
- Develop an office layout plan including reception, boardroom, meeting room, workstations, printer station, IT room, kitchen, and other required spaces such as cabinets, storage units, and filing solutions.
- Provide structured cabling layout, power distribution plan, and office security plan.
- Design flooring, lighting, air conditioning placement, and access control.

- Ensure ergonomic, functional space planning with sustainability and climate resilience in mind.

2.5.2 Documentation & Compliance Approvals

- Prepare and submit required documentation to OHS, Fire Authority, and local Council.
- Address feedback and obtain necessary approvals before construction begins.

2.6 PROJECT MANAGEMENT & EXECUTION

The firm will oversee the end-to-end execution of the office relocation, ensuring efficiency, timely completion, and quality compliance. The main contractor will be responsible for construction work under the firm's management. The firm will coordinate and manage various third-party service providers engaged by TAF, including contractors for construction, logistics, internet service, and other necessary services. The firm will provide regular reports on progress, dependencies, challenges, mitigation and completion timelines.

2.6.1 Pre-Fit-Out Preparations

- Develop a sequential execution plan considering dependencies (e.g., structured cabling before painting).
- Coordinate with the new landlord regarding access, regulations, and compliance with building guidelines.
- Implement measures to minimize noise, dust, and disturbances to neighboring offices.

2.6.2 Office Fit-Out & Construction Coordination

- Oversee and coordinate the installation of the kitchen area, plumbing, and fixtures by the main contractor.
- Ensure the construction of the reception desk and branding elements.
- Manage the setup of cubicles, flooring (carpet installation), and partitions.
- Oversee the installation of structured cabling, access control, and CCTV systems.
- Oversee fire safety and NFA requirements are met.
- Supervise the setup of the IT room with cooling solutions and secure access.
- Ensure the boardroom setup with conferencing technology is completed as per specifications.

2.6.3 Quality Assurance & Inspections

- Inspect the construction site and actively participate in on-site construction meetings.
- Conduct quality checks on all installations.
- Arrange and facilitate inspections by relevant authorities.
- Ensure specifications and safety standards are adhered to.
- Preparing a punch list and conducting final inspection and report.

2.6.4 Transition & Move Coordination

- Catalog and pack items for relocation from the current office.
- Ensure personal and company-owned items are correctly handled.
- Supervise office setup at the new location and ensure all services are operational.
- Communicate move details and timelines to staff and customers.

2.7 OVERSEEING THE EXIT AND MAKE GOOD OF CURRENT OFFICE

To ensure a smooth exit and compliance with the current lease agreement, the firm will manage the make-good process, which includes:

2.7.1 Removal of Office Furniture and Fixtures (If Required)

- Plan the safe removal of all furniture and fittings owned by the company.
- Minimize damages during removal and document any potential repairs.

2.7.2 Make-Good Restoration Works

- Coordinate patching and repainting of walls where necessary.
- Manage restoration of any damages caused by furniture removal.
- Ensure flooring and fixtures are in acceptable condition.
- Conduct a final inspection with the landlord to ensure compliance.

2.7.3 Hand-Over Process

- Obtain written acknowledgment from the landlord on the final condition of the premises.
- Complete the formal exit process as per lease agreement terms.

2.8 PROJECT TIMELINE

Bidders must include a proposed timeline covering:

- Design & Documentation
- Approval Process
- Fit-Out & Construction
- Relocation & Setup
- Make-Good & Lease Exit

2.9 FIRM RESPONSIBILITIES

The selected firm will:

- Provide a detailed work schedule and progress reports.
- Maintain open communication with stakeholders.
- Ensure minimal disruption to business operations.
- Adhere to budget constraints and quality requirements.
- Ensure compliance with all regulatory requirements.
- Oversee and manage the main contractors, logistics providers, internet service providers, and any other third-party vendors engaged for the relocation and fit-out.

2.10 BIDDER'S PROPOSAL REQUIREMENTS

Bidders must submit a proposal that includes the following:

- Demonstrate an understanding of compliance documentation and approval process/methodology.

- Approach and methodology for delivering the project.
- Cost breakdown (VEP) for design, approval, project management, and coordination.
- Coordination plan for third-party vendors (e.g., main contractor, IT service providers, security systems, logistics providers) or a coordination plan for a prior project of similar scope.
- Demonstrate an understanding on the need for regular progress reporting and quality control measures.
- Portfolio of previous relevant projects [including pictures and video to be shared via online platforms] and client references including key contact details.
- Details of firm's resources, key personnel, and project team proposed to be involved in the project.
- Readiness to undertake required services
- Tax compliance, VAT registration, FNPF compliance, Business registration, Business profile

2.11 EVALUATION CRITERIA

Proposals will be evaluated based on:

1. **Technical Approach & Methodology** – Demonstrated understanding of project requirements.
2. **Experience & Past Performance** – Relevant project references.
3. **Project Team & Resources** – Qualifications and expertise.
4. **Cost Proposal** – Competitive and detailed cost breakdown.
5. **Compliance & Regulatory Understanding** – Knowledge of local requirements.

2.11.1 Compliance & Quality Assurance

The contractor must ensure compliance with the following:

- Fiji Building Code and other applicable laws.
- Occupational Health and Safety (OHS) Regulations.
- Environmental sustainability practices where applicable.
- Use of certified materials and approved vendors.

2.11.2 Warranty & Post-Completion Support

The contractor must provide a minimum 12-month warranty for all workmanship and materials used in the project. Any defects arising within this period must be rectified at no additional cost to TAF.

2.11.3 Submission Guidelines

Interested bidders should submit their proposals by the deadline indicated above. Interested contractors must submit their proposal package with the following:

- Company profile, including past projects.
- Detailed cost breakdown for materials, labour, and other expenses.
- Proof of business registration, insurance, and compliance certificates.

- Three (3) references from past clients.

2.11.4 Bidders Instructions

Bidders need note the following:

2.11.5 Bidders must include the following Appendices in their bid documents.

Appendix	Purpose	Applicable
A	Evaluation Criteria	MANDATORY
B	Business Registration & License Documents	MANDATORY
C	Reference Customers	MANDATORY
D	Vendor Quotation	MANDATORY
E	Bidder Declaration	MANDATORY

2.11.6 Every requirement within this RFT specification requires a response.

2.11.7 **Requirement References** (ReqRef) are unique and grouped into Technical Approach & Methodology, Experience & Past Performance, Project Team & Resources, Cost Proposal, Compliance & Regulatory Understanding **Categories**.

2.11.8 For each requirement, bidders must select the appropriate **Compliance Level** option from the drop-down list that best describes the level of compliance of their bid to the specified requirement.

2.12 RFT TIMELINES

2.12.1 The timetable for this RFP is shown below:

Milestone	Date	Day
Issue RFT	05/04/2025	Sat
Close RFT	11/04/2025	Fri
Expiry of Bid Validity	4 months from submission	

2.13 RFT SUBMISSIONS

2.13.1 Proposals must be received **no later than 11th April 2025**.

2.13.2 Bidders are advised to submit their bid documents in advance of the RFT closing time to avoid being disqualified for late submission.

2.13.3 All submitted bids become the property of The Authority and shall be retained by The Authority.

2.13.4 Bids must be submitted via email as follows:

2.13.4.1 Email Subject : **Tender /DFRW/2025/01 – TENDER FOR OFFICE RELOCATION: DESIGN, DOCUMENTATION & PROJECT MANAGEMENT**

2.13.4.2 Email Attachments : PDF Files and excel file for cost breakdown

2.13.4.3 Email Address : tenders@taf.org.fj

