



## **TERMS OF REFERENCE FOR MEAD RD ESTATE DEMOLITION**

### **1. Objective**

The purpose of this project is to carry out the safe and controlled demolition of Block 5, a three-story residential structure within the PRB Mead Road Estate. The demolition will facilitate future redevelopment and must be undertaken in full compliance with environmental, safety, and regulatory standards.

### **2. Scope of Works**

The project covers all preparatory, demolition, waste handling, and post-demolition site restoration works necessary to deliver a clean and hazard-free site ready for redevelopment. Contractors are also advised to provide costs for demolition for the other respective blocks 1,2,3,4,6 and 7 in the price schedule below.

### **3. Responsibilities**

#### **3.1. PRB Responsibilities**

The Public Rental Board (PRB) shall be responsible for the following:

- Facilitate and secure all statutory and regulatory approvals required for the project, including Environmental Impact Assessment (EIA) approval, Demolition Site Plan approval from Suva City Council, and other relevant clearances.
- Obtain approval of the Environmental Management Plan (EMP) under the EIA process and provide the contractor with the approved EMP for implementation.
- Engage with key stakeholders including PRB Operations Division, Fiji Police Force, Ministry of Environment, and other relevant authorities. Coordinate law enforcement presence throughout the project duration.
- Grant site access to the contractor upon confirmation of all required permits and approvals. Conduct a joint pre-demolition inspection with the contractor to confirm boundaries and existing conditions.
- Supervise and monitor contractor performance, ensuring compliance with PRB policies, safety standards, and the approved EMP. Review and approve contractor submissions such as methodology, schedules, and reports.

### 3.2. Contractor Responsibilities

- Execute complete demolition of Block 5 following approved plans, safety standards, and environmental procedures.
- Implement the EMP approved under PRB's EIA permit, ensuring all prescribed environmental protection, monitoring, and mitigation measures are adhered to.
- Prepare and implement a Site-Specific Safety Plan (SSSP) consistent with the OHS Act and related regulations. Conduct worker inductions and enforce PPE use.
- Obtain and maintain valid insurance coverage, including Public Liability, Workers' Compensation, and Contractor's All-Risk Insurance. Provide proof of insurance prior to mobilization.
- Provide and maintain 24-hour site security to safeguard personnel, plant, and materials, regulating access to authorized personnel only.
- Manage logistics, including machinery transport, debris removal, and waste disposal in accordance with approved environmental procedures.
- Recover and store reusable materials (steel, timber, roofing sheets, etc.) as directed by PRB and dispose of non-recyclable debris at authorized disposal sites.
- Submit a detailed Work Methodology outlining demolition sequence, safety controls, environmental safeguards, and emergency procedures for PRB approval prior to commencement.
- Provide a Company Profile including valid registration, similar past projects, key personnel, organizational structure, and equipment list.
- Submit audited financial statements for the past two years or verifiable proof of financial capacity, plus valid FNPF, FRCS, and OHS compliance certificates.
- Submit weekly progress and safety reports to PRB covering completed work, HSE observations, material recovery, and planned activities.
- Remove all waste, temporary facilities, and equipment upon completion, compact and level the site, and submit a Completion and Handover Report to PRB.

### 4. Project Duration

Commencement Date: **1<sup>st</sup> December 2025**

Completion Date: **1<sup>st</sup> February 2026**

Duration: **Approximately three (3) months**

The contractor shall submit a detailed project schedule (Gantt Chart) within seven (7) days of contract award for PRB approval.

### 5. Key Deliverables

- Work Methodology and Site-Specific Safety Plan (SSSP)
- Implementation Plan aligned with PRB’s Approved EMP
- Valid Insurance Certificates
- Company Profile, Financials, and Compliance Certificates (FNPF, FRCS, OHS)
- Weekly Progress and Safety Reports
- Completion and Handover Report

### 6. Key Considerations

- All works shall comply with the approved EMP, OHS Act, Building Code of Fiji, Environmental Management Act, and Suva City Council requirements.
- The contractor assumes full responsibility for the conduct and safety of their employees and subcontractors.
- PRB reserves the right to suspend, delay, or terminate the works for breaches of safety, environmental, or contractual obligations.
- All costs associated with insurance, logistics, security, waste management, and compliance shall be borne by the contractor.

### 7. Payment Drawdown Schedule

Payments to the contractor shall be made progressively upon satisfactory completion of each project phase, as verified by PRB through inspection and approval. A 10% contingency allowance shall be reserved for unforeseen works, to be utilized only upon written approval by PRB.

<b>Phase</b>	<b>Scope of Work</b>	<b>Cost (VIP)</b>
Phase 1	Demolition of Block 5	
Phase 2	Demolition of Blocks 1 and 2	
Phase 3	Demolition of Blocks 3 and 4	
Phase 4	Demolition of Blocks 6 and 7	
10% Contingency	Unforeseen works or variations	
<b>Total Contract Sum</b>		

All payments shall be subject to PRB's verification of work completion, compliance with safety and environmental standards, and submission of all required documentation, including progress reports and invoices.

#### **8. Contact Information**

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#### **9. Disclaimer:**

- a. This TOR outlines the proposed framework only and does not constitute a binding offer.
- b. Final terms will be detailed in a formal, legally binding contract agreement.
- c. PRB reserves the right to accept or reject any tender, negotiate terms, or withdraw at any time.