



Terms of Reference - Structural Engineer

Introduction

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable social housing to low-income earners is inviting TENDERS from reputable & registered Structural engineers regarding the proposed Upgrade & Extension for PRB Lautoka Office.

The structural engineer will be required to undertake the following:

- i. To review & stamp the Proposed Upgrade & Extension for the PRB Lautoka Office plans.
- ii. Inspections at certain stages of the project and provide a completion report / engineering certificate which will assist the Lautoka City Council in providing the completion and occupancy certificate.

Tenders shall include but not limited to the following:

1. Company Registration.
2. FRCS Compliance Certificate.
3. FNPF Compliance Certificate.
4. Structural Engineer's Profile.
5. Structural Engineer past work experience, including examples of recent projects of similar size and scope.
6. Human resource biodata, including key personnel to be included in this project.
7. Team leader leading this project must have a minimum of 10 years work experience in the construction industry.
8. A covering letter which shall provide the total contract price.
9. Structural Engineer's confirmation to commence work immediately, including resources being made available immediately or not more than a week after being officially awarded the contract.
10. The Structural Engineer shall inform the client on any other works required (if applicable);
11. The Structural Engineer shall ensure that all works carried out is in accordance to plans and specifications and.
12. The Structural Engineer shall ensure that work is not subcontracted without prior consent from the client.

Scope of Works

1. The engineer/consultant shall conduct its independent inspection on the level of completion of each building and notify the client / project manager the level of completion for each building and other works that is required for the engineer to issue an engineering certificate.
2. The engineer/consultant shall study the approved detail drawings to fully understand the structures.
3. The engineer/consultant shall clearly indicate in their tender the stages of inspections required to prepare the final completion report which shall be sufficient for the Lautoka City Council to issue a completion certificate.
4. The Project manager shall request for an inspection as and when the need arises thus the engineer/consultant or its representative shall attend to the request without causing delays to the overall works.
5. All inspection carried out shall be accompanied by an inspection report within 5 working days.
6. The engineer/consultant shall not work outside the approved plan parameters unless advised by the Project manager.
7. All disbursement costs shall be stated in the tender submitted.
8. The engineer/consultant shall understand and consider the “Low-Cost Build” concept whilst making any recommendation.
9. The engineer/consultant shall practice at its best level to inspect the structures and on time keeping in mind the approved plans and cost factor.
10. The employer/consultant shall retain the engineer’s services till the completion of the project.
11. The engineer/consultant shall also advise the Project manager on any other works required.
12. All approvals by the engineer/consultant shall be communicated through a formal instruction/letter/report to the project manager. All approval communicated through email/verbally shall be formalized with 24 hrs.
13. All defects picked up during inspections shall be communicated to the project manager/contractor with 24hrs from the time of inspection.

14. The Engineer shall select its representative for the entire project and made known to the project manager in writing. If there is any changes to its representative the project manager shall be advised accordingly.

Proposed Fee

1. A VIP lump sum fee which shall include review & stamping of proposed drawings & all staged inspections shall be provided.
2. The fee shall allow for the following below:

No.	Description	Cost
<i>i.</i>	Review & stamping of proposed design.	\$
<i>ii.</i>	All inspections and inspection reports during construction. Engineer should indicate number of inspections and structural components that needs to be inspected,	\$
<i>iii.</i>	Attendance to project meetings	\$
<i>iv.</i>	Issuance of completion certificate	\$
<i>v.</i>	Issuance of cyclone certificate	\$
<i>vi.</i>	Engineering certification as and when required by the Project Manager	\$
Total Cost (VIP)		\$

No extra fees will be paid for change in contract price. Fee to also include attendance of meetings and variations on fees will be approved upon change in scope of works. The engineer/consultant shall also advice any other item to be included in its fees. The Tender shall also include a payment schedule.

Tender Requirements

1. The structural engineering firm shall be a recognized member of the Fiji Institute of Engineers (FIE). A copy of the FIE membership certification shall be attached with the tender submission.
2. The Engineer shall also be recognized by the Lautoka City Council.
3. All consultants to have minimum Professional Indemnity cover of FJD\$1,000,000

4. The tender submitted shall not exclude any items listed above (Please indicate clearly if required items are excluded in the fee proposal).

Tenders are to be marked **“Tender 26/25 – Proposed PRB Office Lautoka - Structural Engineer”** & addressed to:

**The General Manager
Public Rental Board
P O Box 5275
Raiwaqa.**

and all submissions shall be uploaded to the PRB website www.prb.com.fj no later than **4.00pm on Friday 19th December 2025.**

Lowest or any other offer will not necessarily be considered. PRB reserves the right to reject any tender.

Contact person is Lorima Vunibola on telephone 3387787 Ext.143 or email at tender@prb.com.fj

Appendices:

1. *Architectural & Structural Drawings (Option 1 & 2)*
2. *Specifications*