



### **Terms of Reference – Civil Works**

The Public Rental Board (PRB), a Commercial Statutory Authority mandated to provide affordable housing for low-income earners, hereby invites tenders from reputable and qualified civil contractors or companies to undertake the civil works for the Proposed Namelimeli Development Site. The Contractor shall execute all works in accordance with, and with full consideration of, the information and documents provided.

- Proposed Namelimeli Development Feasibility Report
- Geotech report
- Lease Agreement
- Draft scheme plan concepts

PRB's initiative is to undertake the Namelimeli development which consist of residential lots, facilities, amenities, services, sustainable energy growth & gray water harvesting.



**Figure 1 – Locality Plan**

The design is developed taking in mind a “Smart Build” concept which target buildings to be constructed with medium to high end quality and at the most economical cost of construction that is affordable to our customers. The design will also be carefully assessed to meet all standards of the National Building Code and play an important role in enhancing PRB’s vision of providing quality housing that is affordable.

### **Scope Of Works**

#### **1. Mobilization**

The Contractor shall mobilize all required personnel, machinery, and equipment to the Namelimeli Development Site and establish temporary facilities including site offices, storage areas, safety signage, access points, and work zone demarcation in accordance with applicable health, safety, and environmental standards.

#### **2. Permits and Regulatory Approvals**

The Contractor shall be fully responsible for lodging, securing, and obtaining all necessary construction-related permits from the relevant Municipal or Rural Local Authorities, Councils, or Government Departments prior to commencement of works. All costs associated with permit applications, inspections, or compliance requirements shall be borne by the Contractor.

#### **3. Clearing and Grubbing**

The Contractor shall undertake full clearing and grubbing of the designated landfill development area, including the removal of vegetation, undergrowth, shrubs, trees (as approved), stumps, root systems, and all organic and unsuitable material. Topsoil shall be stripped to the required depth and either stockpiled for reinstatement or disposed of as directed by the Client.

#### **4. Disposal of Cleared Materials**

All cleared vegetation, debris, and unsuitable materials shall be removed from the site and transported to an approved disposal location. The Contractor shall ensure that the working area is left clean, accessible, and free of organic obstruction.

#### **5. Landfill Earthworks (Cut, Fill, and Platform Preparation)**

The Contractor shall conduct all required earthworks to achieve the approved landfill platform levels, including excavation, cut-and-fill balancing, shaping of the landfill area, preparation of internal access zones, and forming the required platform geometry in accordance with engineering requirements and instructions.

#### **6. Compaction of Fill and Subgrade Layers**

The Contractor shall compact all fill and subgrade materials in controlled layers using approved mechanical compaction equipment. All compactions must comply with the specified Maximum Dry Density (MDD) or equivalent standard. The Contractor shall undertake and submit compaction testing at required intervals to verify compliance.

#### **7. Erosion and Sediment Control**

The Contractor shall implement erosion and sediment control measures such as silt fences, sediment barriers, bunds, and protective coverings to prevent sediment runoff and minimize environmental impacts during construction activities.

## **8. Preparation of Internal Access Routes**

The Contractor shall prepare internal access routes required for landfill works, including excavation, trimming, grading, subgrade preparation, placement of basecourse materials, and compaction to meet the required project standards.

## **9. Utility Trenching (If required)**

Where instructed, the Contractor shall undertake trenching works for utility provisions such as water, electrical, or communications conduits. This includes trench excavation, bedding preparation, conduit installation, protective markers, backfilling in compacted layers, and reinstatement of surface levels.

## **10. Site Restoration, Topsoil Reinstatement & Clean-Up**

Upon completion of all landfill-related earthworks, the Contractor shall carry out final trimming, shaping, and levelling of the platform and adjacent disturbed areas.

Where topsoil has been stockpiled, the Contractor shall reinstate topsoil over designated areas, ensuring even spreading, fine grading, and preparation for grassing or further development as instructed.

The Contractor shall clean the entire work area and remove all temporary facilities, leaving the site in an acceptable and stable condition.

## **11. Documentation and Reporting**

The Contractor shall submit all mandatory project documentation including daily or weekly progress reports, earthworks and compaction testing records, as-built levels, volume summaries for cut and fill, and a Final Completion Report certifying that all works have been completed in accordance with the approved specifications and directives.

## Payment Drawdown Schedule

No.	Description	Cost
1	<b>Mobilization &amp; Permit Lodgment</b> Payable upon mobilization, establishment of temporary facilities, and submission of proof of lodged permit applications with relevant Councils/Authorities.	
2	<b>Approval of Permits &amp; Compliance Setup</b> Shall be payable upon submission and confirmation of issued permits required for construction commencement, including environmental compliance requirements based on EIA and Peripheral Survey.	
3	<b>Clearing and Grubbing Completion</b> Payable upon completion of all clearing, grubbing, topsoil stripping, and disposal works, certified by the Client.	
4	<b>Bulk Earthworks and Compaction</b> Shall payable upon completion of earthworks, cut-and-fill balancing, landfill platform formation, and achievement of required MDD compaction standards.	
5	<b>Internal Access Route Preparation</b> Payable upon completion of internal access route formation, trimming, grading, subgrade preparation, and compaction.	
6	<b>Demobilisation &amp; Site Restoration</b> Shall be paid upon completion of final shaping, levelling, reinstatement of topsoil, clean-up works, and removal of temporary facilities.	
7	<b>Final Completion &amp; Acceptance</b> Payable upon the Client's acceptance of works and submission of the Final Completion Report, including as-built data and all documentation required under EIA and Peripheral Survey obligations.	
<b>Total Cost (VIP)</b>		

### **Tenders shall include but not limited to the following:**

1. Cover Letter with proposed VIP cost
2. Payment Drawdown
3. Consultant/ individual profiles
4. Company Registration & TIN Letter
5. Certificate of Exemption
6. Past work Experience
7. Human Resources break down.
8. Liability Insurance
9. OHS certification.
10. Timeline
11. Assumptions
12. Limitations

### **Tender Requirements**

Tenders are to be marked **“Tender 24/25 Namelimeli Project – Civil Works** and addressed to:

**The General Manager  
Public Rental Board  
PO Box 5275  
Raiwaqa.**

Only electronic submission will be accepted and shall be uploaded to the PRB website [www.prb.com.fj](http://www.prb.com.fj) no later than **4.00pm on Friday 19<sup>th</sup> December 2025**.

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

For further enquiries, please contact Nacanieli Volau/Lorima Vunibola on telephone 3387787 ext. 118 or email [tenders@prb.com.fj](mailto:tenders@prb.com.fj)