



Terms of Reference – Peripheral Survey

Public Rental Board (PRB), a Commercial Statutory Authority established to provide affordable housing to low-income earners invites tenders from registered and reputable Surveyors to provide a fee for peripheral survey conditions of the Proposed Namelimeli Development site. The surveyor will work according to the information 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 been 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

The reporting work should cover, but shall not be limited to the following aspects for a detailed peripheral works:

Pre-Survey Preparation

1. The Consultant shall begin by reviewing all documents provided, including the Feasibility Report, Geotechnical Report, Lease Agreement, and both Draft Scheme Plan Concepts, and shall conduct a preliminary site visit to assess terrain, access, boundary features, and any existing survey markers.
2. The Consultant must verify all existing cadastral data, GIS information, and prior survey plans related to the 10-acre parcel and prepare a detailed Survey Work Plan outlining the proposed methodology, equipment, and schedule for approval.
3. The Consultant shall then carry out all required field survey activities, including establishing geodetic control points using approved national reference systems, undertaking a complete peripheral (boundary) survey, and conducting a supplementary topographical survey along the boundary and key sections of the site. This topographical survey will capture relevant elevation data, contours, natural and built features, drainage patterns, and any terrain characteristics that may influence boundary clarity, land use planning, or infrastructure design.
4. The Consultant shall identify and document all existing boundary markers, install new markers, or pegs where required, and record accurate GNSS/total station measurements along the entire survey area.

Field Survey Activities

5. The Consultant shall process all peripheral and topographical survey data to produce accurate coordinates, elevation models, and mapped features. All survey outputs must be prepared using CAD/GIS software compliant with national cadastral and survey standards. The Consultant shall generate geo-referenced digital maps and files, including DWG, SHP, and PDF formats, and cross-check survey results against the lease documents and the draft scheme plan concepts to identify any discrepancies or constraints.
6. The Consultant shall present preliminary findings to the Client and participate in consultations with the Lands Department or Survey Office, where necessary, to ensure statutory compliance. Any discrepancies identified during verification must be addressed by adjusting survey outputs and resubmitting corrected plans.

Final Report & Deliverables

7. Upon completion, the Consultant shall produce a certified final survey plan suitable for cadastral and legal registration, along with topographical maps, contour plans, and digital spatial datasets.
8. A comprehensive Survey Report summarizing the methods, findings, topographical observations, and recommendations shall be submitted. Where required, the Consultant shall provide updated scheme plan overlays showing both the verified boundary and relevant topographical information against the two Draft Scheme Plan Concepts.
9. All deliverables must be provided in both digital and hard-copy formats as specified by the Client.

Payment Drawdown

No.	Description	Cost
1	Mobilization, Document Review & Survey Work Plan Payment shall be made upon completion of mobilization activities, including review of all provided documents (Feasibility Report, Geotechnical Report, Lease Agreement, Scheme Plan Concepts), preliminary site visit, verification of existing cadastral data, and submission/approval of the Survey Work Plan.	
2	Field Survey Completion (Peripheral + Topographical Survey) This payment shall be released upon completion of all fieldwork, including establishment of control points, full peripheral (boundary) survey, topographical survey, capturing GNSS/total station data, and pegging/confirmation of all boundary markers.	
3	Data Processing, Draft Mapping & Preliminary Outputs Payment is triggered when the Consultant processes all survey data, prepares draft CAD/GIS plans, generates boundary coordinate lists, contour/topographical outputs, and submits preliminary survey drawings for client review. This includes cross-checking results with lease documents and scheme plan concepts.	
4	Final Certified Survey Plan & Full Deliverables Final payment is made upon submission and acceptance of all final deliverables, including: <ul style="list-style-type: none"> • Certified cadastral survey plan • Final peripheral and topographical maps • CAD/GIS digital files (DWG, SHP, PDF) • Contour data • Survey Report (methods, findings, recommendations) • Boundary + topographical overlay on scheme plan concepts • Hard and digital copies as specified 	
Total Cost (VIP)		

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. A valid certificate of registration and must be a member of the panel of the surveyor's registration board.
6. Certificate of Exemption
7. Past work Experience
8. Human Resources break down.
9. Liability Insurance
10. OHS certification
11. Timeline
12. Assumptions
13. Limitations

Tender Requirements

1. The land surveyor firm shall be a recognized member of the Fiji Institute of Engineers (FIE). A copy of their membership certification shall be attached with the tender submission.
2. 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 22/25 Namelimeli Project – Peripheral Survey”** 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 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. 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