



TERMS OF REFERENCE

HIRE AND MANAGEMENT OF TAXI BASE AT NAIKAWAKAWA (RAIWAQA EX-SEWER) SITE, RAIWAQA AND CHARLES ST

1. BACKGROUND

The Public Rental Board (PRB) intends to make available for hire the designated Taxi Base located at the Naikawakawa (Raiwaqa Ex-Sewer) Site, Raiwaqa, Suva.

The Taxi Base is intended to provide an organized and properly managed location for taxi operators and drivers to conduct their taxi-related operations while ensuring that the site is maintained in a clean, safe, orderly and professional manner.

The successful applicant will be responsible for the full management and day-to-day operation of the Taxi Base, subject to the terms and conditions established by PRB and all applicable laws, regulations and requirements of relevant authorities.

2. PURPOSE OF THE TOR

The purpose of these Terms of Reference is to:

1. Establish the requirements for the hire and operation of the Naikawakawa Taxi Base.
2. Define the responsibilities and obligations of the successful applicant.
3. Ensure that the Taxi Base is managed in a safe, clean, orderly and accountable manner.
4. Establish appropriate arrangements for the use of the site by taxi operators and drivers.
5. Protect the interests and property of PRB and surrounding residents.
6. Ensure compliance with all applicable laws, licences, permits, health, safety, environmental and traffic requirements.

3. LOCATION AND CAPACITY

The Taxi Base is located at:

***Naikawakawa (Raiwaqa Ex-Sewer) Site
Raiwaqa, Suva***

The Taxi Base has the capacity to accommodate up to twenty (20) vehicles.

The successful applicant shall ensure that the number of vehicles operating or parking at the Taxi Base does not exceed the approved capacity without the prior written approval of PRB.

4. TENANCY RENTAL ARRANGEMENT

The successful applicant will enter into a formal Rental Agreement with PRB.

The key commercial arrangement shall include:

- **Weekly rental:** not less than \$500.00
- **Payment frequency:** Weekly
- **Maximum approved capacity:** 20 taxis
- **Location:** Naikawakawa (Raiwaqa Ex-Sewer) Site, Raiwaqa
- **Commencement:** As determined by PRB following execution of the agreement and completion of all required formalities.

The rental shall be payable in accordance with the conditions of the Rental Agreement.

Failure to meet rental obligations may result in recovery action and/or termination of the agreement in accordance with the agreed terms.

5. SCOPE OF MANAGEMENT

The successful applicant shall have overall responsibility for the day-to-day management and operation of the Taxi Base.

This shall include, but not be limited to:

1. Managing the use of the Taxi Base by authorized taxi operators and drivers.
2. Maintaining an accurate register of all taxis and drivers operating from the site.
3. Ensuring that only authorized vehicles and drivers use the Taxi Base.
4. Allocating parking spaces in an orderly manner.
5. Managing entry and exit of vehicles.
6. Maintaining cleanliness and general order within the site.
7. Ensuring that waste is properly collected and disposed of.
8. Preventing unauthorized occupation or use of the site.
9. Monitoring compliance with the conditions of the Taxi Base agreement.
10. Addressing operational issues and complaints promptly.
11. Maintaining appropriate records of the operation of the Taxi Base.
12. Cooperating with PRB and relevant authorities when required.

6. RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT

The successful applicant shall:

6.1 Site Management

- Ensure that the Taxi Base remains properly managed at all times.
- Maintain an orderly parking arrangement.
- Ensure that accessways, entrances and exits remain clear.
- Prevent obstruction of public roads, neighbouring properties or PRB facilities.
- Ensure that the site is not used for any unauthorized activity.

6.2 Cleanliness and Waste Management

The operator shall be responsible for maintaining the Taxi Base in a clean and hygienic condition.

This includes:

- Regular cleaning of the site.
- Proper disposal of rubbish and waste.
- Preventing the accumulation of waste, oil, vehicle parts or other materials.
- Ensuring that any spillages are cleaned immediately.
- Arranging appropriate waste collection where required.

6.3 Vehicle Management

The operator shall ensure that:

- Only approved taxis use the Taxi Base.
- Vehicles are parked within designated areas.
- Vehicles do not obstruct access or create safety hazards.
- No vehicle repairs, major mechanical works or dismantling are undertaken on the site unless specifically approved by PRB.
- No abandoned or unroadworthy vehicle is left on the premises.
- Vehicle numbers do not exceed the approved capacity.

6.4 Driver Management

The successful applicant shall maintain a register containing relevant information for drivers and operators using the Taxi Base.

The operator shall ensure that taxi drivers using the facility comply with all applicable licensing and regulatory requirements.

The operator shall also establish appropriate rules governing the conduct of drivers and users of the Taxi Base.

7. LICENCES, PERMITS AND REGULATORY COMPLIANCE

The successful applicant shall obtain and maintain all licences, approvals, permits and registrations required for the operation of the Taxi Base and taxi services.

The operator shall comply with all applicable requirements of relevant authorities, including, where applicable:

- Land Transport Authority;
- Suva City Council;
- Fiji Revenue and Customs Service;
- Ministry/Department responsible for public health;
- Police;
- Fire and emergency authorities; and
- Any other relevant statutory or regulatory authority.

The operator shall be responsible for ensuring that all taxi vehicles and drivers using the Taxi Base meet the requirements applicable to them.

8. HEALTH, SAFETY AND SECURITY

The successful applicant shall maintain a safe environment for taxi drivers, passengers, PRB staff, neighbouring residents and members of the public.

The operator shall:

1. Identify and address potential safety hazards.
2. Keep accessways and emergency routes clear.
3. Ensure safe movement of vehicles and pedestrians.
4. Report accidents, incidents or significant safety concerns to PRB promptly.
5. Take reasonable measures to prevent theft, vandalism and unauthorized access.
6. Cooperate with Police and other authorities in relation to incidents occurring at the site.

The operator shall not undertake any activity that creates a health, safety or environmental risk to surrounding residents or PRB property.

9. USE OF PRB PROPERTY

The Taxi Base shall only be used for the purpose approved under the Rental Agreement.

The operator shall not:

- Sublet or transfer the Taxi Base to another person without PRB's written approval.
- Assign the agreement to another operator without PRB's approval.
- Use the site for residential purposes.
- Conduct unauthorized commercial activities.
- Construct permanent structures without approval.
- Store hazardous or prohibited materials on the site.
- Allow unauthorized persons or businesses to occupy the premises.

10. MANAGEMENT OF TAXI OPERATORS AND DRIVERS

Where the successful applicant permits individual taxi operators or drivers to use the Taxi Base, the operator shall establish clear rules for their use of the facility.

The operator shall be responsible for:

- Registering users;
- Establishing reasonable site-use rules;
- Allocating parking spaces;
- Collecting any approved user charges, where applicable;
- Maintaining records of users and payments;

- Addressing breaches of site rules; and
- Referring serious or repeated breaches to PRB where necessary.

Any fees or charges imposed on individual taxi drivers shall be the responsibility of the successful applicant and shall not affect the agreed weekly rental payable to PRB.

11. COMPLAINTS AND COMMUNITY RELATIONS

The successful applicant shall maintain good relations with neighbouring residents, PRB tenants and members of the public.

The operator shall establish a process for receiving and addressing complaints relating to:

- Noise;
- Obstruction;
- Cleanliness;
- Driver conduct;
- Parking;
- Safety;
- Waste disposal; and
- Other operational matters.

Serious or unresolved complaints shall be reported to PRB.

The operator shall ensure that the operation of the Taxi Base does not unnecessarily disturb or adversely affect the wider community.

12. INSPECTION AND MONITORING BY PRB

PRB reserves the right to inspect the Taxi Base at reasonable times to ensure compliance with the Rental Agreement and these Terms of Reference.

PRB may:

- Inspect the condition of the premises;
- Review operational records;
- Verify the number of vehicles using the facility;
- Investigate complaints;
- Assess compliance with site conditions; and
- Require corrective action where breaches are identified.

The successful applicant shall cooperate fully with PRB during inspections.

13. DAMAGE TO PRB PROPERTY

The successful applicant shall be responsible for any damage to PRB property caused by the operator, its employees, agents, contractors, taxi operators or users of the Taxi Base where such damage results from negligence, misuse, or unauthorized activity.

PRB reserves the right to recover the reasonable cost of repairing such damage.

14. INSURANCE AND LIABILITY

The successful applicant shall be responsible for obtaining any insurance required for its operations.

PRB shall not be responsible for:

- Loss or damage to vehicles;
- Theft of vehicles or personal property;
- Accidents involving taxi operators, drivers or passengers;
- Injury arising from the operator's activities; or
- Losses arising from the operator's business operations, except to the extent required by law or expressly provided in the Hire Agreement.

The successful applicant shall indemnify PRB against claims arising from the operator's negligence, misconduct or breach of its obligations, subject to the terms of the formal agreement.

15. ENVIRONMENTAL REQUIREMENTS

The operator shall ensure that the Taxi Base is operated in an environmentally responsible manner.

Particular attention shall be given to:

- Disposal of rubbish;
- Oil and fuel spills;
- Wastewater;
- Vehicle servicing waste;
- Used tyres and vehicle parts; and
- Prevention of pollution to surrounding land or drainage systems.

No hazardous substance shall be stored or disposed of on the premises contrary to applicable requirements.

16. SECURITY AND UNAUTHORISED ACTIVITIES

The successful applicant arrange for its own security guard and shall take reasonable measures to prevent:

- Unauthorized occupation;
- Illegal activities;
- Vandalism;
- Theft;
- Damage to PRB property; and
- Unauthorized use of the Taxi Base.

Any suspected illegal activity shall be reported to the relevant authorities and PRB immediately.

17. RENTAL PAYMENT AND OTHER COSTS

The successful applicant shall pay the agreed **weekly rental of nothing less than \$500.00** to PRB.

The operator shall also be responsible for all costs associated with the operation and management of the Taxi Base, including, where applicable:

- Cleaning;
- Utility bills;
- Waste disposal;
- Security;
- Operational supplies;
- Repairs arising from the operator's activities;
- Licences and permits; and
- Any other operating costs.

Unless otherwise agreed in writing.

18. BREACH OF TERMS

Where the successful applicant breaches the Rental Agreement, PRB may issue a written notice requiring the breach to be rectified within a specified period.

Serious or repeated breaches may result in further action, including termination of the Rental Agreement, subject to the terms of the agreement and applicable law.

Examples of breaches include:

- Persistent non-payment of rent;
- Unauthorized subletting;
- Exceeding the approved capacity;
- Unauthorized construction or alteration;
- Illegal activities;
- Serious or repeated health and safety breaches;
- Failure to maintain the site;
- Misuse of PRB property; or
- Failure to comply with lawful directions issued by PRB.

19. TERM AND RENEWAL

The initial term of the Taxi Base Rental Agreement shall be two (2) years, commencing from the effective date specified in the Agreement.

Upon expiry of the initial rental term, the Agreement may be considered for renewal subject to an assessment of the operator's performance and compliance during the preceding rental term.

Any renewal shall be subject to:

- Satisfactory performance;
- Compliance with the Hire Agreement;

- Payment of all outstanding amounts;
- Condition of the premises; and
- PRB's approval.

Renewal shall not be automatic.

20. HANDOVER AND RETURN OF PREMISES

Upon commencement, PRB and the successful applicant shall undertake a joint inspection of the premises and record the condition of the Taxi Base.

At the end of the agreement, the successful applicant shall:

1. Vacate the premises as required by PRB;
2. Remove all personal property and unauthorized structures;
3. Clear all waste and rubbish;
4. Repair damage attributable to the operator;
5. Return PRB property in an acceptable condition; and
6. Hand over all keys, access devices and other PRB property.

21. ELIGIBILITY REQUIREMENTS

Applicants should demonstrate that they have the capacity and experience to properly manage the Taxi Base.

Applicants should provide:

1. Full name/business name and contact details;
2. Copy of relevant identification or business registration;
3. Evidence of relevant taxi or transport operating experience;
4. Details of proposed management arrangements;
5. Proposed list or estimated number of taxi operators/drivers to be accommodated;
6. Evidence of financial capacity to meet the weekly rental and operating costs;
7. Relevant licences or permits, where applicable;
8. References from previous or current business arrangements, where applicable; and
9. Any other information requested by PRB.

PRB reserves the right to verify information provided by applicants.

22. EVALUATION OF APPLICATIONS

Applications will be assessed based on the applicant's ability to effectively manage and operate the Taxi Base.

The evaluation may consider:

Evaluation Area	Consideration
Eligibility and compliance	Compliance with submission and regulatory requirements
Relevant experience	Experience in taxi, transport or facility management
Management capability	Proposed approach to managing the Taxi Base
Financial capacity	Ability to meet rental and operational obligations

Site management	Cleanliness, parking, security and operational arrangements
Community considerations	Ability to manage complaints and maintain good relations
Compliance history	Where relevant and legally permissible
Overall proposal	Suitability and practicality of the proposed operation

PRB may seek clarification from applicants where necessary during the evaluation process.

23. SUBMISSION REQUIREMENTS

Applications must be submitted in accordance with the tender advertisement and clearly marked:

“Taxi Base Hire – Naikawakawa Site”

The completed submission should include:

- Applicant details;
- Business and/or taxi operating information;
- Relevant experience;
- Proposed management arrangements;
- Supporting documents;
- Evidence of financial capacity; and
- Any other information required in the tender documents.

24. CLOSING DATE

Applications must be received by: **3.00pm, Friday, 16 October 2026**

Late submissions may not be considered.

25. ENQUIRIES

All enquiries relating to the Taxi Base Hire may be directed to:

Waisea Rokobera

Phone: 836 0225

Email: tenders@prb.com.fj

26. PRB'S RIGHTS

The Public Rental Board reserves the right to:

1. Accept or reject any application;
2. Seek clarification or additional information from applicants;
3. Verify information provided in an application;
4. Inspect or assess the applicant's proposed management arrangements;

5. Withdraw or amend the tender process where necessary; and
6. Decline to appoint any applicant where PRB determines that the requirements have not been satisfactorily met.

The submission of an application does not create any obligation on PRB to enter into an agreement with the applicant.

27. CONFIDENTIALITY

Applicants shall treat information provided by PRB in connection with the tender process as confidential and shall not disclose such information except where required by law or authorized by PRB.

28. DECLARATION BY APPLICANT

I/We confirm that the information provided in this application is true and correct and that I/we have read and understood the Terms of Reference for the hire and management of the Naikawakawa Taxi Base.

I/We acknowledge that, if successful, I/we will be required to enter into a formal agreement with the Public Rental Board and comply with the terms and conditions of that agreement.

Applicant/Business Name: _____

Name of Authorized Representative: _____

Signature: _____

Date: _____

Contact Number: _____

PUBLIC RENTAL BOARD

Taxi Base Hire – Naikawakawa (Raiwaqa Ex-Sewer) Site, Raiwaqa, Suva



INVITATION TO TENDER -TAXI BASE HIRE AT PRB NAIKAWAKAWA SITE, RAIWAQA

The Public Rental Board (PRB) is a statutory body established in 1989 under the Housing (Amendment) Decree 1989 and is mandated to provide transitional rental housing accommodation for low-income families across Fiji. Invites tenders to registered sole traders, companies for the proposed hire and operation of its Taxi Base at the Naikawakawa Site, Raiwaqa, therefore forms part of PRB's broader effort to improve estate services, support orderly site management and enhance accessibility for tenants, visitors and the surrounding community.

Key Information

- The Taxi Base will be fully managed and operated by the successful applicant.
- The site has the capacity to accommodate up to twenty (20) taxis.
- The successful applicant will be required to pay a weekly rental to the Public Rental Board.
- The successful applicant will be responsible for the day-to-day management, operation, cleanliness and proper use of the Taxi Base.

Tender Documents

Tender documents, including the Terms of Reference (TOR), are available on the PRB website: www.prb.com.fj

Submission Requirements

All hardcopy submissions must be submitted in a sealed envelope and clearly marked:

“Taxi Base Hire – Naikawakawa Site”

General Manager

132 Grantham Rd, Raiwaqa

and deposited before the closing date: **3.00pm, Friday, 16 October 2026** or online via the PRB website.

All written enquiries are to be directed to the Tender Secretary via email on tenders@prb.com.fj or contact Waisea Rokobera on 836 0225.