



Request for Proposal – BUILDING CONSTRUCTION CONTRACTOR

**Fiji Social
Infrastructure
Program – Taveuni &
Kadavu Hospital
Upgrades**

March 2025

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1. Introduction

Abt Associates Pty Ltd, trading as Abt Global (“Abt Global”), is inviting proposals for the services specified in this Request for Proposal (RFP). A summary of the services is below, and further details are available in Schedule 1 – Scope of Works.

The Fiji Program Support Platform (FPSP) brings together approximately half of Australia’s development assistance to Fiji under one umbrella. Enabling Australia and Fiji to meet the development outcomes laid out in the renewed and elevated Vuvale Partnership and in support of the Fiji Government’s National Development Plan (NDP), the Platform reaffirms Australia’s commitment to Fiji as it recovers from the economic shocks of COVID-19 and advances its climate and disaster resilience.

Continuing from the Fiji Program Support Facility, which formally concluded on 22 January 2025, FPSP will deliver program administration and specialised technical support to the Australian program portfolio in Fiji. This includes sector programs in basic education, scholarships and the Australia Awards, health, climate and disaster resilience response, social infrastructure, and technical assistance to improve public sector governance. The Platform also addresses gender equality, disability and social inclusion (GEDSI), localisation and climate and disaster resilience (CDR) objectives across the portfolio.

FPSP is currently delivering three social infrastructure programs in Fiji:

- The Cyclone Recovery Program (CRP);
- The Colonial War Memorial (CWM) Hospital Redevelopment Master Plan; and
- Fiji Social Infrastructure Program (FSIP).

FPSP will support social infrastructure activities, particularly improvements to schools and health facilities. As such, these business activities require service providers to support priority activities.

1.1 Summary overview

Abt Global, through FPSP and FSIP, will manage and implement the upgrade works for two subdivision hospitals in Fiji in coordination with the Fijian Ministry of Health and Medical Services (MHMS):

1. Vunisea Hospital, located on Kadavu Island; and
2. Waiyevo Hospital, located on Taveuni Island.

With this RFP, Abt Global, through the FPSP and FSIP, seeks to procure a local building construction contractor (“**Contractor**”) to refurbish the aforementioned hospital facilities in Kadavu and Taveuni (“**the Services**” or “**the Works**”) in accordance with the design documentation provided.

The main scope of work will require significant roof renovation and upgrading existing services. This major renovation will include the maternity ward for Taveuni and the operating ward for Kadavu.

Respondents to this RFP may submit proposals for the Services for either one or both of the two hospitals. The scope of work set out in Schedule 1 is required for each of the two hospitals, with

the specifics being in accordance with the design documentation provided. Individual pricing schedules are required for the Services at each hospital. If a Respondent submits a proposal for both hospitals, a value for money proposition is encouraged.

1.2 Timeline

	Deliverable	Due Date
1	Request for Tender Date	31 March 2025
2	Industry Briefing	4 April 2025
3	Tenderer's Site Visits (non-compulsory)	Kadavu – 6–8 April 2025 Taveuni – 14–15 April 2025
4	Deadline for Final Questions from Tenderers	16 April 2025
5	Deadline for Final Responses to Questions from Abt Global	22 April 2025
6	Tender Period and Close	25 April 2025
7	Tender Assessment & Evaluation Outcome	9 May 2025
8	Execute Contract (<i>indicative</i>)	16 May 2025
9	Project Inception & Start Up – Mobilisation (<i>indicative</i>)	19 May 2025
10	Contractor Submissions (<i>indicative</i>)	30 May 2025
11	Construction Completion	7 November 2025
12	Practical Completion	18 December 2025
13	Defects Liability Period Commences	25 November 2026

1.3 Services

See attached Schedule 1 – RFP Scope of Works document.

1.4 Procurement Strategy

FSIP reserves the right to select one building contractor to complete all of the Works or may select separate building contractors for the two disparate scopes of work.

The Works will include refurbishment to selected areas identified in the main hospital buildings (B1) (see Appendices 1 & 2 to Schedule 1), only on the site plans for both Taveuni and Kadavu Hospitals.

1.5 RFP documents

This RFP consists of the following documents:

- Request for Proposals (this document): contains general information soliciting proposals from respondents to provide the required services, including requirements for proposals and terms and conditions that govern this RFP process.
- Schedule 1 – Scope of Works (including any annexes or appendices listed and attached therein): sets out detailed requirements for the services, including necessary background information and specifications.



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- Schedule 2 – Draft Contract: provides the terms and conditions under which Abt Global would seek to engage a successful respondent.
 - *Respondents should note that Schedule 2 will be made available within a week of the RFP issue date via an addendum.*
- Annexure A – The Response Form is provided to facilitate submissions for Respondents.

2. Key details

2.1 Key dates

Request issue date	31 March 2025
Closing date and time	25 April 2025 at 4pm (Fiji time)
Services period	May 2025 through November 2026

2.2 Contact Officer

The contact officer for this Request for Proposal is the Abt Global Procurement Manager based in Fiji.

The contact email address is tenders@fppsp.org.fj.

2.3 Registration

Interested organisations should register their interest in submitting a proposal with the contact officer to ensure they receive any additional information, modifications and/or addenda that may be released by Abt Global.

2.4 Questions

Respondents may submit a query or request for clarification arising from this RFP to the nominated contact officer. Questions can be by email only.

Questions may be submitted up to 4:00 pm FJT on 16 April 2025.

Questions and answers will be distributed to all registered organisations and not just the organisation submitting the question.

2.5 Industry Briefing and Site Visit

There will be a non-compulsory **Industry Briefing** on 4 April 2025 at 10am in person and up to two representatives per firm. The venue for this briefing will be at Level 1 Sabrina building (Masi room) at Corner of Gordon Street and Victoria Parade, Suva, Fiji.

A non-compulsory site visit is scheduled for Kadavu Hospital on 6-8 April 2025 and for Taveuni Hospital on 14-15 April 2025. These visits will be confirmed during the Industry Briefing, and attendees (one representative per firm) for the site visits will be finalized at that time.

Interested organisations are encouraged to register their interest in attending by emailing the contact officer for more details.

All costs associated with attending a briefing or site visit will be borne by the Respondents.

2.6 Proposal submission requirements

The following sets out the requirements for submitting proposals. Please email the contact officer if you have any questions.

Lodgement

By email to tenders@fjsp.org.fj.

Eligibility

This request for proposal is open to organisations based in Fiji only. To be eligible for consideration, respondents must be a validly incorporated and/or registered entity under the relevant legislation in Fiji.

Responses from individuals will not be considered.

Technical proposal

Respondents must submit a technical proposal addressing the technical evaluation criteria and detailing how the organisation will deliver the services and deliverables set out in this document.

Specifically, technical proposals must include the following documents/ information specified in Annex A.

Financial proposal

Respondents must submit a financial proposal in Fijian (FJD) currency.

Abt Global will contract with the successful respondent using a fee for service arrangement. Unless otherwise agreed, there will be no upfront payment and fees will be paid following acceptance of milestone deliverables. The milestone deliverables will be derived from the deliverables listed in this document and agreed between the parties. A percentage of the agreed fee will be attached to each milestone deliverable.

Specifically, financial proposals must include the information specified in the Response Form.

Supporting documents

The following supporting documents and information is required to be submitted with the proposal:

1. For Fiji organisations:
 - Certificate of incorporation
 - Certificate of Good Standing long form (must be for the entity the organisation will contract with if successful)
 - FRCS TIN certificate
 - FRCS VAT registration
 - Valid FRCS certificate of compliance
 - Valid FNPf certificate of compliance
 - Valid FNU certificate of compliance
2. For international organisations (must be registered in Fiji):
 - Company extract showing the directors and shareholders of the company
 - Fiji Certificate of Foreign Registration or equivalent

- Fiji Certificate of Good Standing for Overseas company or equivalent
 - All of the compliance documentation listed above for Fijian organisations addressing compliance with Fijian local requirements and the equivalent requirements internationally.
3. Nominated representative for the RFP (name, email address and phone number)
 4. CVs of all personnel nominated to deliver the services
 5. Certificates of currency for public liability, professional indemnity and workers compensation insurance
 6. Specifics of any conflict of interest that exist or that could be perceived to exist in relation to this RFP and/ or any contract. If there are no conflicts of perceived conflicts please state that no conflict exists.
 7. Statement of Contract compliance- Respondents should indicate any provisions of the Draft Contract forming part of the RFP package that they are unwilling to comply with and provide requested amendments where relevant.
 8. Letter of undertaking executed by duly authorized officer certifying that there is no pending litigation against and/or by the organisation and its directors/shareholders.

2.7 Proposal evaluation

Proposals will be assessed by an Evaluation Panel comprising representatives from Abt Global and other committee member organisations. Assessment of proposals will be based upon the following criteria:

Criterion No.	Weighting %	Description
1	35%	Proposed approach, methodology & implementation plan within timeframe required (Task Appreciation and Design Methodology)
2	25%	Organisation's experience providing similar services and qualifications and technical experience of personnel proposed to lead the services
3	20%	Key Personnel
4	20%	Price, cost effectiveness and value for money in accordance with the Australian Commonwealth Procurement Rules (CPRs)

2.8 Contract terms

The successful respondent will be invited to enter a contract arrangement with Abt Global in the form of the contract included in this RFP package at Schedule 2 – Draft Contract.

The contract will be in FJD. Please contact the contact officer ahead of proposal submission if alternate arrangements will be sought.

3. RFP Conditions

3.1 About this Request document

This Request for Proposal is an invitation to treat and shall not be construed, interpreted, or relied upon, whether expressly or impliedly, as an offer capable of acceptance by any professional, firm or organisation or as creating any form of contractual, quasi-contractual, restitutionary or other relationship.

No binding legal relationship will arise out of this process until execution of a contract with a service provider.

3.2 Eligibility

The following conditions must be met by the respondent:

- a) the respondent must exist as a legal entity at the closing time and date;
- b) the respondent must be registered on the relevant country register of companies and be operating as a company or an association (partnerships may be considered);
- c) at the time of lodgement of their Proposal, the respondent must not have been:
 - i. precluded from bidding for Australian Government funded work; or
 - ii. subject to a judicial decision against them relating to employee entitlements (not including decisions under appeal, and have not paid the claim; and
- d) the respondent must be solvent and financially capable to undertake the proposed contract work and to perform such work successfully to any applicable legal and regulatory standards and laws and to undertake the necessary expenditure without anticipated financial difficulties and must be able to so demonstrate prior to contract award.

Abt Global will exclude from consideration any response if the respondent or one of its related entities is listed by:

- a) the Australian Minister for Foreign Affairs under the Charter of the United Nations Act 1945 and/or listed in regulations made under Division 102 of the Criminal Code Act 1995. Further information about listed persons and entities is available from the Australian Department of Foreign Affairs and Trade website at www.dfat.gov.au
- b) the World Bank on its "Listing of Ineligible Firms" or "Listing of Firms Letters of Reprimand" posted at www.worldbank.org (the "World Bank List"); or
- c) any other donor of development funding on a list similar to the World Bank List.

3.3 Minimum Content and Format Requirements

Abt Global will exclude a response from further consideration if Abt Global considers in its absolute discretion that the response does not meet the minimum content and format requirements specified in this document.



Respondents are encouraged to use the provided Consultant Response Form in responding, but are not required to do so.

3.4 Late lodgement

Abt Global will exclude late responses and will not admit them to the evaluation process unless Abt Global determines the response may be considered or has caused or contributed to the failure to lodge by the closing date and time. The response is considered late if:

- a) it is submitted after the closing date and time; or
- b) it is incomplete as at the closing date and time (including where the response includes electronic files that cannot be read or unencrypted).

3.5 Proposal Modification Procedure

Abt Global may, in its absolute discretion, issue modifications to this RFP before the closing date and time.

If Abt Global elects to issue modifications, Abt Global will issue a formal addendum via email to all registered respondents. It is the responsibility of respondents to ensure they have registered their interest and contact details with the contact officer so that they are able to receive all modifications.

All conditions and rules of this RFP will apply to all addenda unless modified by the addenda. Any such addenda will become part of the RFP.

3.6 Unintentional Errors of Form

If an unintentional error of form in a response is identified prior to award of a contract, Abt Global may in its absolute discretion allow correction of that error by the submission of a correction, variation or additional information.

An unintentional error of form is an error that Abt Global is satisfied in its absolute discretion:

- a) represents incomplete information not consistent with the respondent's intentions and, if relevant, capabilities at the time the submission was lodged; and
- b) does not materially affect the competitiveness of the respondent's response.

3.7 Ownership of Response Material

All material submitted in response to this RFP becomes the property of Abt Global. By submitting a response, the respondent allows Abt Global to copy and do anything necessary to material, including the respondent's intellectual property contained in the response, for the purpose of evaluating the respondent's response and negotiating a Contract if the respondent proceeds to that phase of the process.

3.8 Conflict of Interest

During the RFP process, the respondent must immediately advise Abt Global in writing of any circumstances or relationships constituting an actual, potential or perceived Conflict of Interest

in respect to its response, or the obligations under the Contract if the respondent is awarded the Contract. Abt Global may in its absolute discretion:

- a) enter into discussions to seek to address such Conflict of Interest;
- b) exclude the respondent from the process and further evaluation; or
- c) take any other action it considers appropriate.

3.9 Subcontractors and suppliers

If the proposal involves any form of subcontracting arrangement, respondents must include in their response details of all intended subcontractors and the tasks that they would undertake. Respondents remain responsible for providing all necessary information for this RFP.

3.10 Health, Safety and Security

The respondent, if appointed, must at all times, identify, comply with and exercise all necessary, duties and precautions for the health, safety and security of all persons including the respondent's employees, subcontractors, subcontractor's employees, employees of Abt Global and other persons who may be affected by the delivery of the contract work.

3.11 Insurance

All potential respondents must have appropriate insurance cover as a condition of submitting a proposal and, at a minimum, the insurance requirements specified in the draft contract. If the respondent is not yet covered by any of these insurances, Abt Global requires the respondent to provide a certification that it is willing to get coverage of these insurances once selected as the successful respondent.

3.12 Ethical dealing, financial and probity checks

Abt Global's policy is to engage in the highest standards of ethical behaviour and fair dealing throughout the RFP process. Abt Global requires the same standards from those with whom it deals. Respondents must compile responses without improper assistance of employees or former employees of Abt Global and without the use of information improperly obtained or in breach of an obligation of confidentiality. Respondents should not:

- a) engage in misleading or deceptive conduct in relation to the procurement process;
- b) engage in any collusive submissions, anti-competitive conduct, or any other unlawful or unethical conduct with any other respondent, or any other person in connection with the procurement process; or
- c) attempt to influence improperly any officer, employee or agent of Abt Global, or violate any applicable laws or Abt Global policies regarding the offering of inducements in connection with the procurement process.

Abt Global may exclude from consideration any respondent which, in Abt Global's reasonable opinion, has engaged in any behaviour contrary to this section in relation to the procurement process.

Abt Global (or its agents) may perform such security, probity, and financial investigations and procedures as Abt Global may determine are necessary in relation to any respondent, its employees, officers, partners, associates, sub-contractors or related entities including consortium members and their officers, employees and sub-contractors.

Respondents should promptly provide Abt Global with such information or documentation that Abt Global requires in order to undertake such investigation. A proposal may be rejected by Abt Global if the respondent does not promptly provide, at its own cost, all reasonable assistance to Abt Global in this regard or based on the outcomes of the investigations or procedures.

Abt Global may also make independent enquiries about any matters that may be relevant to the evaluation of a proposal.

3.13 Safeguarding

The successful respondent must have appropriate child protection policies in place and/or be willing to comply with Abt Global and DFAT's latest Child Protection Policy. DFAT's Child Protection Policy is available on its website. The successful respondent will be required to work with Abt Global to implement any necessary Child Protection Implementation Plan for medium and high-risk activities.

The successful respondent should be aware of the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy available on the DFAT website. The successful respondent may be required to submit a narrative response and risk assessment in relation to this policy and to work with Abt Global to implement any requirements for medium and high-risk activities.

3.14 Costs Borne by Supplier

All costs and expenses incurred by respondents in any way associated with the development, preparation and submission of the response, including but not limited to attendance at meetings, site visits, discussions, presentations and providing any additional material required by Abt Global, will be borne exclusively by the respondents.

3.15 Supplier Acknowledgements

Respondents are considered to have:

- a) examined this RFP, any documents referenced in this RFP and any other information made available by Abt Global to respondents for the purpose of responding;
- b) examined all further information which is obtainable by the making of reasonable enquiries relevant to the risks, contingencies, and other circumstances having an effect on their response
- c) undertaken their own professional advice in respect of this RFP, any other information provided to Respondents and the procurement process generally, as appropriate;
- d) satisfied themselves as to the correctness and sufficiency of their response including submitted prices; and
- e) satisfied themselves as to the terms and conditions of the Draft Contract and its ability to comply with the Draft Contract.



Responses are submitted on the basis that Respondents acknowledge:

- a) they do not rely on any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending these conditions other than addenda; and
- b) they do not rely upon any warranty or representation made by or on behalf of Abt Global, except as are expressly provided for in this RFP, but they have relied entirely upon their own inquiries and inspection in respect of the response.

3.16 Rights of Abt Global

Abt Global is not bound contractually, or in any other way to respondents who respond to this RFP. Abt Global reserves the right not to proceed with this RFP or any part of it, and to suspend or vary the RFP and/or its requirements at any stage.

Without limiting any other rights contained in this RFP, Abt Global may do any or all of the following at any time:

- a) not proceed with the procurement activity;
- b) suspend, defer or change the structure and timing of the procurement activity;
- c) determine at any time a short list of respondents;
- d) seek amended proposals or call a new request for proposal;
- e) forward any clarification about this RFP to all known respondents on a non-attributable basis and without disclosing any confidential information of a respondent;
- f) negotiate with one or more persons who have not submitted responses or enter into a contract or other binding relationship for similar specifications outside of this procurement process; and/or
- g) terminate any negotiations being conducted at any time with the respondents.

4. Evaluation process

4.1 RFP Response

The respondent is to provide a written response to the RFP requirements set out in this document. The proposal will be assessed by an evaluation committee in accordance with the evaluation criteria set out in section 2. The evaluation committee will be made up of representatives from Abt Global and relevant stakeholders.

The evaluation committee may also use any relevant information obtained in relation to the RFP (whether from the respondent as part of clarification, reference checks, negotiations, presentations or by any other independent inquiry) in the evaluation of proposals.

4.2 Evaluation Process

The purpose of the evaluation process is to identify and select the respondent that represents the best value for money to Abt Global, consistent with the Commonwealth Procurement Rules and Abt Global procurement standards and procedures.

Proposals will be assessed in accordance with the evaluation criteria to determine which respondent provides the best value for money. In evaluating each proposal, Abt Global will have regard to:

- a) the specific evaluation criteria; and
- b) the overall value for money proposition presented in the proposal.

In this context, value for money is a measurement of benefits represented by a respondent's submission, including:

- a) the quality of goods and/or services;
- b) fitness for purpose;
- c) relevant experience and performance history;
- d) innovation and adaptability over the life-cycle;
- e) environmental sustainability of the proposed goods and services;
- f) risk and compliance; and
- g) whole of life costs.

As part of, and in addition to the evaluation process, Abt Global may:

- a) require clarifications and/or presentations from respondents at any time during the evaluation process; and
- b) conduct reference checks (including site visits, if relevant) on respondents.

4.3 Negotiations with respondents

Abt Global may engage in discussion with one or more respondent for the purpose of clarifying its response. Where information of a material nature is provided to one respondent, it will also be provided concurrently to all other respondents who are currently participating in the evaluation process.



Abt Global reserves the right to, at any time conduct post-proposal negotiations with any or all of the respondents on any aspect of their proposal. This may involve conducting parallel negotiations with several respondents. These post-RFP negotiations may result in changes to the terms of the Draft Contract.

4.4 Debriefing

Respondents may request a debriefing following the award of a contract. Respondents requiring a debriefing should contact the contact officer.