

## Request for Tender

# Radio Communication Mast Foundation Construction Works – Nadi Airport



RFT released: 27<sup>th</sup> April 2024 Deadline for Questions: 17<sup>th</sup> May 2024

Deadline for Tenders: 24<sup>th</sup> May 2024

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## Radio Communication Mast Foundation Construction Works - Nadi Airport

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Fiji Airports  
FA Compound  
Namaka, Nadi Fiji

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### Cover photo:

*Nausori AWOS project site photo*

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## THIS OPPORTUNITY IN A NUTSHELL

Fiji Airport invites Tenders from suitably qualified and experienced Building /Civil Contractors for the Optical Fiber Communication Network Mast Foundations at the airfield of Nadi International Airport

The works will involve constructing foundation for Wireless Radio tower mast and its supporting anchor pads. The contractor will be responsible to lay conduits and connect to respective building or cable chambers as required by the client from the new foundation. All sites are located on restricted area of operations hence safety in execution of works is of paramount importance. The works will be done during normal working hours unless otherwise approved by the client shall it fall outside of the normal working hours.

### What we need

Fiji Airports is seeking responses to this RFT from experienced Building/ Civil Contractors who can effectively deliver the works with high quality outcomes with experienced and well-trained personnel.

### What's important to us

Safety in execution is paramount together with the highest quality in works completed. The offer will represent overall best value from a Contractor who can deliver the services described with a proven good track record of past performance in similar projects.

### A bit about us

Airports Fiji Limited (AFL) trading as Fiji Airports is a fully owned Government Commercial Company (GCC) that was established on 12 April 1999 under the Public Enterprise Act, 1996. It was formed following the reorganization of the Civil Aviation Authority of Fiji (CAAF).

The company reports to the Attorney General and Minister for Justice, Anti-Corruption, Public Enterprises, and Communications, Civil Aviation, Tourism, Industry and Trade for its commercial performance and Civil Aviation policy matters.

Fiji Airports owns and operates Nadi International Airport and manages Nausori Airport and 13 other domestic outer island airports on behalf of Government as well as providing Air Traffic control services across our 6 million a square kilometre flight information region.

Please refer to our website for additional information [Fiji Airports & Nadi International Airport & Fiji Air Traffic Management & Nadi Flight Information Region \(airportsfiji.com\)](http://airportsfiji.com)

## 1 KEY INFORMATION

### 1.1 Context

- a. This Request for Tender (RFT) is an invitation to suitably qualified contractors to submit a Tender for the [insert name of procurement project] contract opportunity.
- b. This RFT is the first stage of single stage procurement process whereby suitable Respondents have been shortlisted for this Tender.
- c. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means *'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the marketplace that does not submit a Tender.'*. Definitions are at the end of Section 6.

### 1.2 Our Timeline

- a. Here is our timeline for this RFT.

<b>Steps in RFT process:</b>	<b>Date:</b>
Site visit	9am to 1pm, 8 <sup>th</sup> May 2024
Deadline for Questions from suppliers:	17 <sup>th</sup> May 2024
ATM Close Date and ATM Close Time:	<b>4.00pm, 24<sup>th</sup> May 2024</b>
Unsuccessful Respondents notified:	7 <sup>th</sup> May 2024
Anticipated Contract start date:	<b>14<sup>th</sup> June 2024</b>
- b. All dates and times are dates and times in Fiji.

### 1.3 How to contact us

- a. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
- b. **Our Point of Contact**  
Name: Nitesh Singh  
Title/role: Systems Engineer  
Email address: [niteshs@fjiairports.com.fj](mailto:niteshs@fjiairports.com.fj)  
Phone Contact: 9906035

## 1.4 Developing and submitting your Tender

- a. This is a competitive tender process. The RFT sets out the step-by-step process and conditions that apply.
- b. Take time to read and understand the RFT. In particular:
  - i. develop a strong understanding of our Requirements detailed in Section 2.
  - ii. in structuring your Tender consider how it will be evaluated. Section 3 describes our Evaluation Approach.
- c. If anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions. Email our Point of Contact.
- d. In submitting your Tender, you must use the Response Form provided. This is a Microsoft Word document that you can download.
- e. You must also complete and sign the declaration at the end of the Response Form.
- f. Check you have provided all information requested, and in the format and order asked for.
- g. Having done the work don't be late – please ensure you get your Tender to us before the ATM Close Date and ATM Close Time. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.

## 1.5 Address for submitting your Tender

- a. Tenders must be submitted electronically via Tenderlink via <https://portal.tenderlink.com/afl> before the ATM Close Date and Time and in accordance with the tender response lodgement procedures set out in this ATM documentation and on Tenderlink.
- b. Tenders must be lodged electronically via Tenderlink, utilising the word format of the RFT Response document provided at Appendix D. Submit in PDF format 10.0 (or above), the file name should incorporate the Respondent's company name Tenders have an upload limit of 2GB and up to 30 documents. Documents can be zipped and uploaded as a zip file also.
- c. Respondents will receive a Successful Submission Receipt timed and dated upon completion.
- d. Tenders sent by post or fax, or hard copy delivered to our office, will not be accepted.
- e. Tenders sent by fax or email will not be accepted.

## 1.6 Our RFT Process, Terms and Conditions

- a. Offer Validity Period: In submitting a Tender, the Respondent agrees that their offer will remain open for acceptance by the FIJI AIRPORTS for 90 days from the ATM Close Date and Time.
- b. The RFT is subject to the RFT Process, Terms and Conditions (shortened to RFT-Terms) described in Section 6.



## 1.7 Later changes to the RFT or RFT process

- a. If, after publishing the RFT, we need to change anything about the RFT, or RFT process, or want to provide contractors with additional information we will let all contractors know by issuing a tender addendum via Tenderlink.

## 1.8 Tender link system

- a. Should assistance be required please use the online manual on the portal under Support/Online Manuals/Making a Submission or contact Tenderlink Customer Support on 1800 233 533 (AU) or 0800 698 363 (NZ).

# 2 OUR REQUIREMENTS

## 1.1 Background

Underground CAT 3 communication cable provides communication link to CNS/MET system for ATC operations at Nadi Airport. CNS/MET systems are located on the airfield and dispersed geographically. CAT 3 communication cable has exceeded its recommended 50-year life cycle and Fiji Airports is intending to replace it with a hybrid solution consisting of Optical Fiber and Wireless Radio Link which will be more reliable and efficient when compared to legacy copper cables. One of the installation requirements is to have site ready before installation can commence i.e wireless Radio Link tower foundation is required to be in place hence FA is requesting prospective contactors to tender for this works.

## 1.2 Scope for Optical Fiber Communication Network – Wireless Radio Link Foundation Construction

The following provides the key components of the project and describes the overall scope.

- Construct Wireless Radio Link tower foundations with respective anchor pads as per the construction drawing by Chester Consultants
- Supply and install anchor bolts and angles plates as per the drawing specification.
- Supply and install conduits and connect to various cable pit building as advised by the client.
- Required to do templates for the mast base.

Detailed scope of work can be reviewed under Appendix C of this RFT document.

### **1.3 Form of contract**

The form of contract proposed to be used for this Project shall be Fiji Airports Minor Works contract which is attached under Appendix E of this RFT document. The Respondent in providing their submission should highlight any proposed changes to this document as a part of their Tender.

### **1.4 Project Procurement Methodology**

Fiji Airports intends to engage a suitably qualified Contractor who can clearly demonstrate applicable experience in building / civil works related to construction works.

Specifications and design documentation shall be provided with this RFT to enable effective tendering of the project works.

### **1.5 Expenses and Disbursements**

All expenses and disbursements, including but not limited to the cost of site visits/inspections, phone calls, emails, printing, photocopying, and travel shall be included in the Contractor's tender price.

### **1.6 Key Outcomes/ Program**

The Optical Fiber Communication Network – Wireless Radio Foundation Construction Works are expected to commence by 14<sup>th</sup> June 2024 and completed before 28<sup>th</sup> of June 2024 to enable FA to proceed with Wireless Radio Installation works.

### **1.7 Site Visits**

Site visits are recommended for the purposes and requirements of this process. Tenderers should contact Nitesh Singh on 9906035 to register for attendance to the site inspection to be undertaken onsite visit.

The site visit is scheduled for 8<sup>th</sup> **May 2024**. Please register by 7<sup>th</sup> **May 2024**.

Persons attending the site inspection will be required to attend wearing suitable PPE to access airside inclusive of Reflective jacket and Steel cap boots.

### **1.8 Other Tender documents**

In addition to this RFT we refer to the following documents. These have been uploaded on Tenderlink and are available for all interested contractors. These documents form part of this RFT.

- Technical Specifications (Construction Drawing) – (Appendix A)
- Mast Construction Site Plan – (Appendix B)
- Schedule of Prices (Appendix C)
- RFT Response Document - (Appendix D)
- Minor Contract Works - (Appendix E)
- FA Supplier code of Conduct
- Fiji Airports Operational Specification

### 3 OUR EVALUATION APPROACH

#### 3.1 Evaluation model

The evaluation model that will be used is weighted attribute (weighted criteria). Price is a weighted criterion. This means that all Tenders that are capable of full delivery on time will be shortlisted. The Tender that scores the highest will likely be selected as the Successful Respondent.

#### 3.2 Pre-conditions

Each Tender must meet all the following pre-conditions. Tenders which fail to meet one or more will be eliminated from further consideration.

Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting a Tender.

#	Pre-condition
1.	For those firm’s registered in Fiji – Have current FRCS and FNPF compliance certificates.
2.	To hold a minimum \$1 million dollars FJD in Public Liability Insurance.
3.	Must have valid registration and must have been established for not less than 3 years from the date of the tender advertisement.

#### 3.3 Evaluation criteria

Tenders which meet all pre-conditions will be evaluated on their merits according to the following evaluation criteria and weightings.

Criterion	Weighting
<b>1. Proposed Solution (fit for purpose)</b>	<b>30%</b>
<b>2. Capability of the Respondent to deliver</b>	<b>30%</b>
<b>3. Adequacy of Management Systems</b>	<b>10%</b>
<b>4. Price</b>	<b>30%</b>
<b>Total weightings</b>	<b>100%</b>

### 3.4 Scoring

The following scoring scale will be used in evaluating Tenders. Scores by individual panel members may be modified through a moderation process across the whole evaluation panel.

Rating	Definition	Score
<b>EXCELLENT</b> significantly exceeds the criterion	Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Tender identifies factors that will offer potential added value, with supporting evidence.	<b>9-10</b>
<b>GOOD</b> exceeds the criterion in some aspects	Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Tender identifies factors that will offer potential added value, with supporting evidence.	<b>7-8</b>
<b>ACCEPTABLE</b> meets the criterion in full, but at a minimal level	Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	<b>5-6</b>
<b>MINOR RESERVATIONS</b> marginally deficient	Satisfies the criterion with minor reservations. Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	<b>3-4</b>
<b>SERIOUS RESERVATIONS</b> significant issues that need to be addressed	Satisfies the criterion with major reservations. Considerable reservations of the respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	<b>1-2</b>
<b>UNACCEPTABLE</b> significant issues not capable of being resolved	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	<b>0</b>

### 3.5 Price

We wish to obtain the best value-for-money over the whole-of-life of the Contract. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity, and price.

If a Respondent offers a price that is substantially lower than other Tenders (an abnormally low bid), the Fiji Airports may seek to verify with the Respondent that the Respondent is capable of fully delivering all the Requirements and meeting all of the conditions of the Proposed Contract for the price quoted.

### **3.6 Optional evaluation process and due diligence**

In addition to the above, we may undertake the following process and due diligence in relation to shortlisted Respondents. The findings will be considered in the evaluation process. Should we decide to undertake any of these we will give shortlisted Respondents reasonable notice.

- a. reference check of the Respondent organisation and named personnel.
- b. other checks against the Respondent e.g. Companies Office.
- c. interview Respondents.
- d. request Respondents make a presentation.
- e. arrange site-visits.
- f. test products,



## 4 PRICING INFORMATION

### 4.1 Pricing information to be provided by Respondents.

Respondents are to provide their price as part of their Tender. In submitting the Price, the Respondent must meet the following:

- a. Respondents are to use the pricing schedule template provided.
- b. the pricing schedule is to show a breakdown of all costs, fees, expenses, and charges associated with the full delivery of the Requirements over the whole-of-life of the Contract. It must also clearly state the total Contract price exclusive of VAT.
- c. the variation price schedule is based on fee rates, all rates to be specified on an hourly rate.
- d. in preparing their Tender, Respondents are to consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Tender and pricing information to manage such risks and contingencies.
- e. Respondents are to document in their Tender all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that the FIJI AIRPORTS or a third party will incur any cost related to the delivery of the Requirements is to be stated, and the cost estimated if possible.
- f. prices should be tendered in FJD\$. Unless otherwise agreed, the FIJI AIRPORTS will arrange contractual payments in FJD\$.
- g. where a Respondent has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule) this can be submitted as an alternative pricing model. However, the Respondent must also submit a pricing schedule that conforms.
- h. where two or more Respondents intend to lodge a joint or consortium Tender the pricing schedule is to include all costs, fees, expenses, and charges chargeable by all Respondents.

## 5 OUR PROPOSED CONTRACT

### 5.1 Proposed Contract

NZS 3910:2013 (modified) is the Proposed Contract that we intend to use for this work. This is included in Appendix E.

### 5.2 Departures

In submitting your Tender, you must let us know if you wish to question and/or negotiate any of the terms or conditions in the Proposed Contract or wish to negotiate new terms and/or conditions. The Response Form contains a section for you to state your position. If you do not state your position, you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

## 6 RFT PROCESS, TERMS AND CONDITIONS

### 6.1 Note to suppliers and Respondents

- a. In managing this procurement, the FIJI AIRPORTS will endeavour to act fairly and reasonably in all its dealings with interested suppliers and Respondents, and to follow due process which is open and transparent.
- b. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means 'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents, and representatives. The term Respondent differs from a supplier, which is any other business in the marketplace that does not submit a Tender.' Definitions are at the end of this section.
- c. If you have any questions about the RFT-Terms, please email our Point of Contact.

### 6.2 Preparing a Tender

- a. Respondents are to use the Response Form provided and include all information requested by the FIJI AIRPORTS in relation to the RFT.
- b. By submitting a Tender, the Respondent accepts that it is bound by the RFT Process, Terms and Conditions (RFT-Terms) contained in Section 6 (as varied by Section 1, paragraph 1.6, if applicable).
- c. Each Respondent will:
  - i. examine the RFT and any documents referenced in the RFT and any other information provided by the FIJI AIRPORTS

- ii. consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in its Tender to manage such risks and contingencies.
  - iii. document in its Tender all assumptions and qualifications made about the delivery of the Requirements, including any assumption that the Fiji Airports or a third party will deliver any aspect of the Requirements or incur any cost related to the delivery of the Requirements.
  - iv. ensure that pricing information is quoted in FJD\$ exclusive of VAT.
  - v. if appropriate, obtain independent advice before submitting a Tender.
  - vi. satisfy itself as to the correctness and sufficiency of its Tender, including the proposed pricing and the sustainability of the pricing.
- d. There is no expectation or obligation for Respondents to submit Tenders in response to the RFT solely to remain on any prequalified or registered supplier list. Any Respondent on such a list will not be penalised for failure to submit a Tender.

### **6.3 Offer Validity Period**

- a. Tenders are to remain valid and open for acceptance by the FIJI AIRPORTS for the Offer Validity Period of 90 days from date of tender.

### **6.4 Respondents' Deadline for Questions**

- b. Each Respondent should satisfy itself as to the interpretation of the RFT. If there is any perceived ambiguity or uncertainty in the RFT document/s Respondents should seek clarification before the Deadline for Questions.
- c. All requests for clarification must be made by email to the FIJI AIRPORTS' Point of Contact. The FIJI AIRPORTS will endeavour to respond to requests in a timely manner, but not later than the deadline for the FIJI AIRPORTS to answer Respondents' questions in Section 1, paragraph 1.2.a, if applicable.
- d. If the FIJI AIRPORTS considers a request to be of sufficient importance to all Respondents, it may provide details of the question and answer to other Respondents. In doing so the FIJI AIRPORTS may summarise the Respondent's question and will not disclose the Respondent's identity. The question and answer will be posted on Tenderlink and issued as an Addendum to all participating Respondents. A Respondent may withdraw a request at any time.
- e. In submitting a request for clarification, a Respondent is to indicate, in its request, any information that is commercially sensitive. The FIJI AIRPORTS will not publish such commercially sensitive information. However, the FIJI AIRPORTS may modify a request to eliminate such commercially sensitive information and publish this and the answer where the FIJI AIRPORTS considers it of general significance to all Respondents. In this case, however, the Respondent will be given an opportunity to withdraw the request or remove the commercially sensitive information.

## 6.5 Submitting a Tender

- a. Subject to paragraph (c)(i) the Respondent must ensure that its Tender is not prepared (in whole or in part) by any officer, employee, agent or adviser of the Respondent who was:
  - i. an employee of the Fiji Airports at any time during the six months immediately preceding;
  - ii. if the Fiji Airports is using Tenderlink, the date on which the Tender Documents were published on Tenderlink or otherwise issued to the Respondent; or
  - iii. if the Fiji Airports is not using Tenderlink, the date on which the Tender Documents were issued to the Respondent;
- b. If the Respondent wishes to request permission to have a person described under paragraph (a) contribute to or participate in the preparation of the Tender, it must notify the Contact Officer by email no later than 14 days prior to the ATM Close Date and ATM Close Time, providing details of the person, the person's status under paragraph (a) and the person's proposed contribution to or participation in the preparation of the Tender.
- c. If a request is made under paragraph (b), the Contact Officer will notify the Respondent by email that the Fiji Airports (in its absolute discretion) either:
  - i. grants permission, whether with or without such conditions as The FIJI AIRPORTS thinks fit (which may include requiring the relevant person to make a statutory declaration or duly execute a deed); or
  - ii. refuses permission.

## 6.6 Use of Former Fiji Airports Personnel in Preparation of Tender

- a. Each Respondent is responsible for ensuring that its Tender is received by the Fiji Airports at the correct address on or before the ATM Close Date and ATM Close Time. The Fiji Airports will acknowledge receipt of each Tender.
- b. The Fiji Airports intends to rely on the Respondent's Tender and all information provided by the Respondent (e.g. correspondence and negotiations). In submitting a Tender and communicating with the FIJI AIRPORTS each Respondent should check that all information it provides to the FIJI AIRPORTS is:
  - i. true, accurate and complete, and not misleading in any material respect.
  - ii. does not contain Intellectual Property that will breach a third party's rights.

## 6.7 Evaluation panel

- a. The Fiji Airports will convene an evaluation panel comprising members chosen for their relevant expertise and experience. In addition, the FIJI AIRPORTS may invite independent advisors to evaluate any Tender, or any aspect of any Tender.

## 6.8 Information Necessary for Submissions

- a) Before completing the submission response, respondents must carefully read and comply with the Terms and Conditions for the RFP (this document).
- b) Lodgement of a submission shall be taken to mean that the respondent has obtained all information necessary for its accurate preparation. The information contained in or attached to this document or subsequently provided, is provided in good faith. However, it is provided for guidance only and no guarantee is given as to its accuracy, completeness, validity, or applicability. No claim may be made against Fiji Airports for costs or losses which may arise from anything contained in or omitted from this document or provided subsequently.
- c) Claims by the successful respondent(s) for extra remuneration on the grounds of not being furnished with sufficient, or accurate information, or any unforeseen terms will not be considered by Fiji Airports.
- d) This document is not an offer and is to obtain information only.
- e) Note that regardless of anything expressed or implied to the contrary in this document, Fiji Airports reserve the right to conduct the RFP process as they see , and Fiji Airports reserves the right to select the successful respondent as it sees fit.

## 6.9 Confidentiality

- a) Confidential information includes all information and documentation obtained by or provided to you during this RFP process, including, without limitation, this document but excluding all information which is in the public domain; is required to be disclosed by law or was already known by you and is in the public domain (“Confidential Information”). Respondents may only use Confidential Information for the purposes of this RFP process.
- b) By accepting this document, recipients agree to keep Confidential Information confidential and will only use it for the purposes of this RFP. No information contained in this document is to be shared or revealed to anyone not approved by Fiji Airports in writing.
- c) The Recipient must:
  - i. Hold the Confidential Information in strict confidence and not disclose, or cause or permit the disclosure of, the Confidential Information.
  - ii. Keep the Confidential Information including without limitation any documents secure and protected from any use, disclosure, or access by any other party.
  - iii. Promptly notify Fiji Airports if it suspects, or becomes aware of, any unauthorised use, storage, copying or disclosure of the Confidential Information.

## 6.10 Cost of Preparation of Submissions

- a) Respondents are responsible for their own cost of preparing and lodging submissions and all other costs, including site visits, arising out of the process. For the avoidance of doubt, no

claim can be brought against Fiji Airports if this process is aborted or if there is otherwise a departure from the processes set out in this document at any time.

### **6.11 Format of Submission Response**

- a) The response must contain all the documents and information requested, and all questions must be answered.
- b) Submissions must include a complete response as per instructions in the document and these conditions. Failure to observe these instructions may cause a response to be considered non-compliant, however Fiji Airports reserves the right to include same in its evaluation.

### **6.12 Lodging the Submission**

- a) Submissions must be lodged by the date specified in the document. Late submissions may be considered invalid and excluded from the evaluation, however Fiji Airports reserves the right to accept late submissions if in Fiji Airports' reasonable opinion, the late submission was due to factors beyond the control of the recipient and Fiji Airports does not consider that acceptance is unfair to other respondents.
- b) Upon delivery of the responses in accordance with Clause 3.1 of this document, the submissions become the property of Fiji Airports, however Fiji Airports agrees to keep all Confidential Information, confidential and only use such information for the purposes of this RFP.

### **6.13 Additional Information**

- a) The respondent may be called upon to supply information additional to that shown in its submission in respect of the services to be provided.
- b) The respondent may be required to authenticate and or provide evidence of claims made in its submissions.
- c) False or misleading claims or claims that cannot subsequently be authenticated may disqualify a respondent from further consideration and render their submission invalid.
- d) Respondents can include in their submission any other information that may enhance the competitiveness of their submission.



## 6.14 Acceptance

- a) Fiji Airports shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed by the parties.
- b) An invitation to negotiate further with a respondent will not constitute an acceptance of the submission by Fiji Airports.
- c) An acceptance of a submission or any invitation to negotiate or make an offer will not constitute a contract to supply services to Fiji Airports.

## 6.15 Reservation of Rights

Fiji Airports reserves the right to:

- a) Extend the submission closing date.
- b) Amend the requirements at any time prior to the submission closing date, provided that the amendment is notified to all respondents.
- c) Include non-compliant responses in any evaluation.
- d) Seek information from or negotiate with one or more of the respondents on any issue at any time and to continue to negotiate with one or more of the respondents.
- e) Discontinue negotiations at any time with any respondent.
- f) Abandon this process whether before or after the receipt of submissions.
- g) Make inquiries of any person, company, or organisation to ascertain information regarding the respondent and its submission.
- h) Take any other action it considers appropriate;

And if Fiji Airports chooses to exercise any of these rights, no claim may be made against Fiji Airports for any resulting costs or losses.

## 6.16 Respondent's Expectations

Respondents may expect that:

- a) Fiji Airports will preserve the confidentiality of respondents' confidential information.
- b) Fiji Airports will afford invited respondents the opportunity to compete fairly for the business.
- c) Fiji Airports will provide advice to respondents on the outcomes of their offer.

## 6.17 Third party information

- a. Each Respondent authorises the FIJI AIRPORTS to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee

or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Tender.

- b. Each Respondent is to ensure that all referees listed in support of its Tender agree to provide a reference.
- c. To facilitate discussions between the FIJI AIRPORTS and third parties each Respondent waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

### **6.18 Fiji Airports' clarification**

- a. The Fiji Airports may, at any time, request from any Respondent clarification of its Tender as well as additional information about any aspect of its Tender. The Fiji Airports is not required to request the same clarification or information from each Respondent.
- b. The Respondent must provide the clarification or additional information in the format requested. Respondents will endeavour to respond to requests in a timely manner. The FIJI AIRPORTS may take such clarification or additional information into account in evaluating the Tender.
- c. Where a Respondent fails to respond adequately or within a reasonable time to a request for clarification or additional information, the Fiji Airports may cease evaluating the Respondent's Tender and may eliminate the Tender from the RFT process.
- d. Each Respondent authorises the Fiji Airports to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Tender.

### **6.19 Evaluation and shortlisting**

- a. The Fiji Airports will base its initial evaluation on the Tenders submitted in response to the RFT. The Fiji Airports may adjust its evaluation of a Tender following consideration of any clarification or additional information as described in paragraphs 6.8 and 6.9.
- b. In deciding which Respondent/s to shortlist the Fiji Airports will take into account the results of the evaluations of each Tender and the following additional information:
  - i. each Respondent's understanding of the Requirements, capability to fully deliver the Requirements and willingness to meet the terms and conditions of the Proposed Contract
  - ii. except where the price is the only criterion, the best value-for-money over the whole-of-life of the goods or services.
- c. In deciding which Respondent/s, to shortlist the Fiji Airports may take into account any of the following additional information:
  - i. the results from reference checks, site visits, product testing and any other due diligence
  - ii. the ease of contracting with a Respondent based on that Respondent's feedback on the Proposed Contract (where these do not form part of the weighted criteria)

- iii. any matter that materially impacts on the Fiji Airports' trust and confidence in the Respondent
- iv. any other relevant information that the Fiji Airports may have in its possession.
- d. The FIJI AIRPORTS will advise Respondents if they have been shortlisted or not. Being shortlisted does not constitute acceptance by the Fiji Airports of the Respondent's Tender, or imply or create any obligation on the Fiji Airports to enter into negotiations with, or award a Contract for delivery of the Requirements to any shortlisted Respondent/s. At this stage in the RFT process the Fiji Airports will not make public the names of the shortlisted Respondents.

## **6.20 Negotiations**

- a. The Fiji Airports may invite a Respondent to enter into negotiations with a view to contract. Where the outcome is unsatisfactory the Fiji Airports may discontinue negotiations with a Respondent and may then initiate negotiations with another Respondent.
- b. The Fiji Airports may initiate concurrent negotiations with more than one Respondent. In concurrent negotiations the Fiji Airports will treat each Respondent fairly, and:
  - i. prepare a negotiation plan for each negotiation
  - ii. advise each Respondent, that it wishes to negotiate with, that concurrent negotiations will be carried out
  - iii. hold separate negotiation meetings with each Respondent.
- c. Each Respondent agrees that any legally binding contract entered into between the Successful Respondent and the Fiji Airports will be essentially in the form set out in Section 5, the Proposed Contract.

## **6.21 Respondent's Debrief**

- a. At any time after shortlisting Respondents the Fiji Airports will offer all Respondents who have not been shortlisted a debrief. Each Respondent will have 30 Business Days, from the date of offer, to request a debrief. When a Respondent requests a debrief, the Fiji Airports will provide the debrief within 30 Business Days of the date of the request, or of the date the Contract is signed, whichever is later.
- b. The debrief may be provided by letter, email, phone or at a meeting. The debrief will:
  - i. provide the reasons why the Tender was or was not successful.
  - ii. explain how the Tender performed against the pre-conditions (if applicable) and the evaluation criteria.
  - iii. indicate the Tender's relative strengths and weaknesses.
  - iv. explain, in general terms, the relative advantage/s of the successful Tender,
  - v. seek to address any concerns or questions from the Respondent,
  - vi. seek feedback from the Respondent on the RFT and the RFT process.

## 6.22 Notification of outcome

- a. At any point after conclusion of negotiations, but no later than 30 Business Days after the date the Contract is signed, the Fiji Airports will inform all unsuccessful Respondents of the name of the Successful Respondent, if any.

## 6.23 Issues and complaints

- a. A Respondent may, in good faith, raise with the Fiji Airports any issue or complaint about the RFT, or the RFT process at any time.
- b. Fiji Airports will consider and respond promptly and impartially to the Respondent's issue or complaint.
- c. Both Fiji Airports and Respondent agree to act in good faith and use their best endeavours to resolve any issue or complaint that may arise in relation to the RFT.
- d. The fact that a Respondent has raised an issue or complaint is not to be used by the Fiji Airports to unfairly prejudice the Respondent's ongoing participation in the RFT process or future contract opportunities.

## 6.24 Fiji Airports' Point of Contact

- a. All enquiries regarding the RFT must be directed by email to the FIJI AIRPORTS' Point of Contact. Respondents must not directly or indirectly approach any representative of the FIJI AIRPORTS, or any other person, to solicit information concerning any aspect of the RFT.
- b. Only the Point of Contact, and any authorised person of the FIJI AIRPORTS, are authorised to communicate with Respondents regarding any aspect of the RFT. The FIJI AIRPORTS will not be bound by any statement made by any other person.
- c. The FIJI AIRPORTS may change the Point of Contact at any time. The FIJI AIRPORTS will notify Respondents of any such change. This notification may be posted on Tenderlink or sent by email.
- d. Where a Respondent has an existing contract with the FIJI AIRPORTS then business as usual communications, for the purpose of managing delivery of that contract, will continue using the usual contacts. Respondents must not use business as usual contacts to lobby the FIJI AIRPORTS, solicit information or discuss aspects of the RFT.

## 6.25 Conflict of Interest

- a. Each Respondent must complete the Conflict of Interest declaration in the Response Form and must immediately inform the FIJI AIRPORTS should a Conflict of Interest arise during the RFT process. A material Conflict of Interest may result in the Respondent being disqualified from participating further in the RFT.

## 6.26 Ethics

- a. Respondents must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of the FIJI AIRPORTS in relation to the RFT.

- b. A Respondent who attempts to do anything prohibited by paragraphs 6.15.a. and d. and 6.17.a. may be disqualified from participating further in the RFT process.
- c. The FIJI AIRPORTS reserves the right to require additional declarations, or other evidence from a Respondent, or any other person, throughout the RFT process to ensure probity of the RFT process.

### **6.27 Anti-collusion and bid rigging**

- a. Respondents must not engage in collusive, deceptive, or improper conduct in the preparation of their Tenders or other submissions or in any discussions or negotiations with the FIJI AIRPORTS. Such behaviour will result in the Respondent being disqualified from participating further in the RFT process. In submitting a Tender the Respondent warrants that its Tender has not been prepared in collusion with a Competitor.
- b. The FIJI AIRPORTS reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by Respondents to the appropriate authority and to give that authority all relevant information including a Respondent's Tender.

### **6.28 Confidential Information**

- a. The FIJI AIRPORTS and Respondent will each take reasonable steps to protect Confidential Information and, subject to paragraph 6.19.c. and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.
- b. The FIJI AIRPORTS and Respondent may each disclose Confidential Information to any person who is directly involved in the RFT process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the RFT.
- c. Respondents acknowledge that the FIJI AIRPORTS' obligations under paragraph 6.19.a. are subject to requirements imposed by the Privacy Act 1988 (Cth), Commonwealth requirements and policies and any other obligations imposed by law. The FIJI AIRPORTS will not be in breach of its obligations if Confidential Information is disclosed by the FIJI AIRPORTS to the appropriate authority because of suspected collusive or anti-competitive tendering behaviour. Where the FIJI AIRPORTS receives a request that relates to a Respondent's Confidential Information the FIJI AIRPORTS will consult with the Respondent and may ask the Respondent to explain why the information is considered by the Respondent to be confidential or commercially sensitive.

### **6.29 Confidentiality of RFT information**

- a. For the duration of the RFT, to the date of the announcement of the Successful Respondent, or the end of the RFT process, the Respondent agrees to keep the RFT strictly confidential and not make any public statement to any third party in relation to any aspect of the RFT,

the RFT process or the award of any Contract without the FIJI AIRPORTS' prior written consent.

- b. A Respondent may disclose RFT information to any person described in paragraph 6.19.b. but only for the purpose of participating in the RFT. The Respondent must take reasonable steps to ensure that such recipients do not disclose Confidential Information to any other person or use Confidential Information for any purpose other than responding to the RFT.

### **6.30 Ownership of documents**

- a. The RFT and its contents remain the property of the FIJI AIRPORTS. All Intellectual Property rights in the RFT remain the property of the FIJI AIRPORTS or its licensors. The FIJI AIRPORTS may request the immediate return or destruction of any or all RFT documents and any copies. Respondents must comply with any such request in a timely manner.
- b. All documents forming the Tender will, when delivered to the FIJI AIRPORTS, become the property of the FIJI AIRPORTS. Tenders will not be returned to Respondents at the end of the RFT process.
- c. Ownership of Intellectual Property rights in the Tender remain the property of the Respondent or its licensors. However, the Respondent grants to the FIJI AIRPORTS a non-exclusive, non-transferable, perpetual licence to retain, use, copy and disclose information contained in the Tender for any purpose related to the RFT process.

### **6.31 No binding legal relations**

- a. Neither the RFT, nor the RFT process, creates a process contract or any legal relationship between the FIJI AIRPORTS and any Respondent, except in respect of:
  - i. the Respondent's declaration in its Tender
  - ii. the Offer Validity Period
  - iii. the Respondent's statements, representations and/or warranties in its Tender and in its correspondence and negotiations with the FIJI AIRPORTS
  - iv. the Evaluation Approach to be used by the FIJI AIRPORTS to assess Tenders as set out in Section 3 and in the RFT-Terms (as varied by Section 1, paragraph 1.6, if applicable)
  - v. the standard RFT conditions set out in paragraphs 6.13 to 6.35
  - vi. any other matters expressly described as binding obligations in Section 1, paragraph 1.6.
- b. Each exception in paragraph 6.24.a. is subject only to the FIJI AIRPORTS' reserved rights in paragraph 6.25.
- c. Except for the legal obligations set out in paragraph 6.23.a. no legal relationship is formed between the FIJI AIRPORTS and any Respondent unless and until a Contract is entered into between those parties.



### 6.32 Elimination

- a. The FIJI AIRPORTS may exclude a Respondent from participating in the RFT if the FIJI AIRPORTS has evidence of any of the following, and is considered by the FIJI AIRPORTS to be material to the RFT:
  - i. the Respondent has failed to provide all information requested, or in the correct format, or materially breached a term or condition of the RFT.
  - ii. the Tender contains a material error, omission, or inaccuracy.
  - iii. the Respondent is in bankruptcy, receivership, or liquidation.
  - iv. the Respondent has made a false declaration.
  - v. there is a serious performance issue in a historic or current contract delivered by the Respondent.
  - vi. the Respondent has been convicted of a serious crime or offence.
  - vii. there is professional misconduct or an act or omission on the part of the Respondent which adversely reflects on the integrity of the Respondent.
  - viii. the Respondent has failed to pay taxes, duties. or other levies.
  - ix. the Respondent represents a threat to national security or the confidentiality of sensitive government information.
  - x. the Respondent is a person or organisation designated as a terrorist by the Australian Police or listed on the or listed on the DFAT consolidated list<sup>1</sup>.
  - xi. in breach of or otherwise inconsistently with any Statutory Requirement regarding the offering of unlawful inducements in connection with the preparation of a tender or during a tender process.
  - xii. with the utilisation of information unlawfully obtained from the FIJI AIRPORTS.

### 6.33 Fiji Airports' additional rights

- a. Despite any other provision in the RFT the FIJI AIRPORTS may, on giving due notice to Respondents:
  - i. amend, suspend, cancel and/or re-issue the RFT, or any part of the RFT.
  - ii. make any material change to the RFT (including any change to the timeline, Requirements or Evaluation Approach) on the condition that Respondents are given a reasonable time within which to respond to the change.
- b. Despite any other provision in the RFT the FIJI AIRPORTS may:
  - i. accept a late Tender if it is the FIJI AIRPORTS' fault that it is received late.
  - ii. in exceptional circumstances, accept a late Tender where it considers that there is no material prejudice to other Respondents. The FIJI AIRPORTS will not accept a late Tender if it considers that there is risk of collusion on the part of a Respondent, or the Respondent may have knowledge of the content of any other Tender.

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<sup>1</sup> Refer <https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list>

- iii. in exceptional circumstances, answer a question submitted after the Deadline for Questions, if applicable
- iv. accept or reject any Tender, or part of a Tender.
- v. accept or reject any non-compliant, non-conforming or alternative Tender.
- vi. decide not to accept the lowest priced conforming Tender unless this is stated as the Evaluation Approach
- vii. decide not to enter into a Contract with any Respondent.
- viii. liaise or negotiate with any Respondent without disclosing this to, or doing the same with, any other Respondent.
- ix. provide or withhold from any Respondent information in relation to any question arising in relation to the RFT. Information will usually only be withheld if it is deemed unnecessary, is commercially sensitive to a Respondent, is inappropriate to supply at the time of the request or cannot be released for legal reasons.
- x. amend the Proposed Contract at any time, including during negotiations with a shortlisted Respondent.
- xi. waive irregularities or requirements in or during the RFT process where it considers it appropriate and reasonable to do so.
- c. The FIJI AIRPORTS may request that a Respondent/s agrees to the FIJI AIRPORTS:
  - i. selecting any individual element/s of the Requirements that is offered in a Tender and capable of being delivered separately, unless the Tender specifically states that the Tender, or elements of the Tender, are to be taken collectively.
  - ii. selecting two or more Respondents to deliver the Requirements as a joint venture or consortium.

### **6.34 Fiji Law**

- a. The laws of Fiji shall govern the RFT and each Respondent agrees to submit to the exclusive jurisdiction of the Fiji courts in respect of any dispute concerning the RFT or the RFT process.

### **6.35 Disclaimer**

- a. The FIJI AIRPORTS will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any Respondent or any other person in respect of the RFT process.
- b. Nothing contained or implied in the RFT, or RFT process, or any other communication by the FIJI AIRPORTS to any Respondent shall be construed as legal, financial, or other advice. The FIJI AIRPORTS has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.
- c. To the extent that liability cannot be excluded, the maximum aggregate liability of the FIJI AIRPORTS, its agents and advisors is \$1.

## 6.36 Definitions

In relation to the RFT the following words and expressions have the meanings described below.



<b>FIJI AIRPORTS</b>	Airports Fiji Limited
<b>ATM Close Date and ATM Close Time</b>	Means the date and time specified in the RFT Document Section 1, paragraph 1.2 and on Tenderlink.
<b>Business Day</b>	Any weekday in Fiji, excluding Saturdays, Sundays, Fiji (national) public holidays and all days from Boxing Day up to and including the day after New Year's Day.
<b>Competitors</b>	Any other business that is in competition with a Respondent either in relation to the goods or services sought under the RFT or in general.
<b>Confidential Information</b>	<p>Information that:</p> <ol style="list-style-type: none"><li>is by its nature confidential</li><li>is marked by either the FIJI AIRPORTS or a Respondent as 'confidential', 'commercially sensitive', 'sensitive', 'in confidence', 'top secret', 'secret', classified' and/or 'restricted'</li><li>is provided by the FIJI AIRPORTS, a Respondent, or a third party in confidence</li><li>the FIJI AIRPORTS or a Respondent knows, or ought to know, is confidential.</li></ol> <p>Confidential information does not cover information that is in the public domain through no fault of either the FIJI AIRPORTS or a Respondent.</p>
<b>Conflict of Interest</b>	<p>A Conflict of Interest arises if a Respondent's personal or business interests or obligations do, could, or be perceived to, conflict with its obligations to the FIJI AIRPORTS under the RFP or in the provision of the goods or services. It means that the Respondent's independence, objectivity, or impartiality can be called into question. A Conflict of Interest may be:</p> <ol style="list-style-type: none"><li>actual: where the conflict currently exists,</li><li>potential: where the conflict is about to happen or could happen, or</li></ol> <p>perceived: where other people may reasonably think that a person is compromised.</p>
<b>Contract</b>	The written Contract/s entered into by the FIJI AIRPORTS and Successful Respondent/s for the delivery of the Requirements
<b>DCAP</b>	Detailed Consultant's Activities Proposal as defined in the Design Stage Plan.
<b>Deadline for Questions</b>	The deadline for suppliers to submit questions to the FIJI AIRPORTS as stated in Section 1, paragraph 1.2, if applicable.
<b>VAT</b>	The Value added tax payable in accordance with Australian Tax Law.
<b>Evaluation Approach</b>	The approach used by the FIJI AIRPORTS to evaluate Tenders as described in Section 3 and in Section 6 (as varied by Section 1, paragraph 1.6, if applicable).
<b>Intellectual</b>	All intellectual property rights and interests, including copyright,

<b>Property</b>	trademarks, designs, patents, and other proprietary rights, recognised, or protected by law.
<b>Offer Validity Period</b>	The period of time when a Tender (offer) is held open by the Respondent for acceptance by the FIJI AIRPORTS as stated in Section 1, paragraph 1.6.
<b>Point of Contact</b>	The FIJI AIRPORTS and each Respondent are required to appoint a Point of Contact. This is the channel to be used for all communications during the RFP process. The FIJI AIRPORTS' Point of Contact is identified in Section 1, paragraph 1.3. The Respondent's Point of Contact is identified in its Tender.
<b>Price</b>	The total amount, including all costs, fees, expenses, and charges, to be charged by the Successful Respondent for the full delivery of the Requirements. Each Respondent's Tender must include its Price.
<b>Proposed Contract</b>	The Contract terms and conditions proposed by the FIJI AIRPORTS for the delivery of the Requirements as described in Section 5.
<b>RFT</b>	Means the Request for Tender
<b>RFT Terms</b>	The Contract terms and conditions proposed by the FIJI AIRPORTS for the delivery of the Requirements as described in Section 5.
<b>Requirements</b>	The goods and/or services described in Section 2 which the FIJI AIRPORTS intends to purchase.
<b>Respondent</b>	A person, organisation, business or other entity that submits a Tender in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Tender.
<b>Response Form</b>	The form and declaration prescribed by the FIJI AIRPORTS and used by a Respondent to respond to the RFP, duly completed and submitted by a Respondent as part of the Tender.
<b>Successful Respondent</b>	Following the evaluation of Tenders and successful negotiations, the Respondent/s who is awarded a Contract/s to deliver all or part of the Requirements.
<b>Tender</b>	The response a Respondent submits in reply to the RFP. It comprises the Response Form, the Respondent's bid, financial and pricing information and all other information submitted by a Respondent.

## Appendix A

JOB No.	Dwg No.	TITLE	CURRENT REV	DATE	DESCRIPTION
15365	S001	DRAWING LIST	0	25/10/2023	FOR CONSTRUCTION
15365	S002	NOTES	0	25/10/2023	FOR CONSTRUCTION
15365	S100	SITE PLAN	0	25/10/2023	FOR CONSTRUCTION
15365	S101	SETOUT PLAN	0	25/10/2023	FOR CONSTRUCTION
15365	S102	MAST ELEVATION	0	25/10/2023	FOR CONSTRUCTION
15365	S103	MAST ELEVATION	0	25/10/2023	FOR CONSTRUCTION
15365	S300	FOUNDATION DETAILS	0	25/10/2023	FOR CONSTRUCTION
15365	S301	FOUNDATION DETAILS	0	25/10/2023	FOR CONSTRUCTION
15365	S302	FOUNDATION DETAILS	0	25/10/2023	FOR CONSTRUCTION

# STRUCTURAL DESIGN OF MAST FOUNDATION FOR FIJI AIRPORTS LTD NADI AIRPORT

Design:	NA	Job Title:	STRUCTURAL DESIGN OF MAST FOUNDATION		Drawing No:	S001	
Date:	21/04/23	Client:	FIJI AIRPORTS LTD		Revision No:	0	
Check:	JM	Address:	NADI AIRPORT, NADI, FIJI.	Scale:	@A3	<small>AKL +64 9 481 0024 www.chester.co.nz FJ +67 9 830 0918 www.chester.com.fj</small>	
0	25/10/2023	FOR CONSTRUCTION	Job Number: 15365	Drawing Title:	DRAWING LIST		Issue:
REV	DATE	AMMENDMENTS					

# STRUCTURAL SPECIFICATION & NOTES

## DURABILITY ZONE D (NZS3604)

### GENERAL

THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANTS DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR DECISION BEFORE PROCEEDING WITH THE WORK.

ALL DIMENSIONS RELEVANT TO SETTING OUT AND OFF-SITE WORK SHALL BE VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION AND FABRICATION IS COMMENCED. THE ENGINEERS DRAWINGS SHALL NOT BE SCALED.

DURING CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE STRUCTURE IN A STABLE CONDITION AND ENSURING NO PART SHALL BE OVER STRESSED UNDER CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL DESIGN AND PROVIDE PROPPING TO SUPPORT ALL CAST INSITU AND PRE CAST CONCRETE WORK UNTIL SUCH CONCRETE HAS REACHED THE REQUIRED STRENGTH TO BE SELF SUPPORTING.

WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE RELEVANT NEW ZEALAND STANDARDS AND LOCAL AUTHORITY REGULATIONS, EXCEPT WHERE VARIED IN THE CONTRACT DOCUMENTS.

THE PRESENCE, LOCATION AND DETAILS OF NIBS, UPSTANDS, RECESSES, PLINTHS, PENETRATIONS, INSERTS, SLEEVES, CHASES, REBATES, CAST IN FIXINGS, BRACKETS, HOLES, FLASHINGS, INSERTS, SLEEVES, CHASES, REBATES, CAST IN FIXINGS, BRACKETS, HOLES, FLASHINGS, DAMP PROOFING AND WATERPROOFING ETC ARE NOT NECESSARILY SHOWN ON THE STRUCTURAL DRAWINGS. REFER TO ARCHITECTURAL, SERVICES, CIVIL, AND OTHER PROJECT DRAWINGS FOR THESE ITEMS.

THE LOCATION, SIZE, AND DETAILS OF ALL PENETRATIONS, RECESSES, SLEEVES, HOLES ETC IN STRUCTURAL MEMBERS MUST BE APPROVED BY THE ENGINEER PRIOR TO CONSTRUCTION UNLESS OTHERWISE SHOWN ON STRUCTURAL DRAWINGS. SUBSTITUTION FOR OR AMENDMENT OF SPECIFIED DETAILS OR MATERIALS SHALL NOT BE CARRIED OUT WITHOUT APPROVAL OF THE ENGINEER.

### TIMBER FRAMING

TIMBER SHALL BE OF MOISTURE CONTENT OF NZS 3602 AND TREATED TO NZS 3640. MOISTURE CONTENT SHALL BE 16% OR LESS AT THE TIME OF LINING. EITHER MECHANICALLY STRESS GRADED TO AS/NZS 1748, OR VISUAL GRADING TO NZS 3631. IF NOT OTHERWISE MENTIONED ON PLANS USE MSG8/G8 GRADE TIMBER OR HIGHER.

THE FOLLOWING ARE THE MINIMUM REQUIRED TIMBER TREATMENTS: (IN ACCORDANCE WITH B2/AS1)

H6 - FOR SUBDIVISION BOUNDARY RETAINING WALL POSTS AS SPECIFIED IN DETAILS.

H5 - FOR TIMBER IN CONTACT WITH GROUND OR ENCASED IN CONCRETE

H4 - FOR RETAINING WALL RAILS

H3.2 - FOR EXPOSED TIMBER WETTED IN SERVICE OR WITHIN ENCLOSED CANTILEVERED DECKS

H1.2 - FOR ALL OTHER FRAMING

### COACH SCREWS

THE DIAMETER OF THE HOLE FOR THE SHANK OF A COACH SCREW SHALL NOT BE LESS THAN THE SHANK DIAMETER AND SHALL NOT EXCEED IT BY MORE THAN 15mm. THE DIAMETER OF THE HOLE FOR THE THREADED PORTION SHALL NOT EXCEED THE ROOT DIAMETER OF THE SCREW, AND ITS DEPTH SHALL BE AT LEAST TWO DIAMETERS GREATER THAT THE INTENDED DEPTH TO WHICH THE SCREW IS TO BE DRIVEN. IF NOT OTHERWISE SPECIFIED MINIMUM EMBEDMENT SHOULD BE 10X THE SHANK DIAMETER.

COACH SCREWS SHALL NOT BE HAMMERED INTO PLACE BUT TURNED WITH A WRENCH.

### WASHERS

THE FOLLOWING MINIMUM WASHER SIZES SHOULD BE USED WITH ALL BOLTS/COACH SCREWS IN TIMBER:

M12 - 35x35x3mm WASHER                      M16 - 50x50x4mm WASHER                      M20 - 65x65x5mm WASHER

### FIXINGS DURABILITY

#### MILD STEEL:

NAILS AND SCREWS IN CLOSED AREAS AND NOT IN CONTACT WITH TIMBER TREATED TO H3.2

#### GALVANISED STEEL:

NAIL PLATES IN 'CLOSED' AREAS

NAILS AND SCREWS IN SHELTERED AREAS AND NOT IN CONTACT WITH TIMBER TREATED TO H3.2 OR HIGHER

#### HOT-DIPPED GALVANISED:

NAILS AND SCREWS IN 'CLOSED' AREAS AND IN CONTACT WITH TIMBER TREATED TO H3.2 OR HIGHER

WIRE DOGS & BOLTS IN 'CLOSED' AREAS

#### TYPE 304 STAINLESS STEEL:

SUBFLOOR FIXINGS AND ANY FIXINGS WITHIN 600MM OF THE GROUND

NAILS AND SCREWS FOR CLADDING FIXING THAT ACTS AS BRACING.

ALL STRUCTURAL FIXINGS (INCLUDING BOLTS) IN SHELTERED OR EXPOSED AREAS (NOT ALREADY LISTED ABOVE)

**ALL FABRICATED BRACKETS SHALL BE MADE FROM 3MM (MINIMUM THICKNESS) STAINLESS STEEL**

CONTRACTOR TO ENSURE AGAINST CONTACT BETWEEN DISIMILAR METALS. REFER NZS3604.

### STEEL WORK

ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH NZS 3404 : 1997. ALL WELDING SHALL COMPLY WITH AS 1554-1 IN CONJUNCTION WITH NZS 3404 APPENDIX D. ALL WELDS TO BE 5mm CONTINUOUS FILLET WELDS UNLESS NOTED. ALL STEEL PLATE NOT OTHERWISE SPECIFIED SHALL BE GRADE 300. SHOP DRAWINGS FOR STEEL WORK TO BE PROVIDED TO ENGINEER FOR REVIEW PRIOR TO FABRICATION.

BOLTS NOT DESIGNATED SHALL BE COMMERCIAL BOLTS GRADE 4.6 TO AS 1111 AND AS 1112 TIGHTENED TO A SNUG FIT. BOLTS DESIGNATED 8.8 SHALL BE HIGH STRENGTH BOLTS TO AS 1252 TIGHTENED TO A SNUG FIT. BOLTS DESIGNATED 8.8/TF AND 8.8/TB SHALL BE HIGH STRENGTH BOLTS TO AS 1252 FULLY TENSIONED IN ACCORDANCE WITH NZS 3404.

THE CONTRACTORS SHALL PROVIDE AND LEAVE IN PLACE UNTIL PERMANENT BRACING ELEMENTS ARE CONSTRUCTED SUCH TEMPORARY BRACING AS IS NECESSARY TO STABILIZE THE STRUCTURE DURING ERECTION THE ENDS OF ALL TUBULAR MEMBERS ARE TO BE SEALED WITH NOMINAL THICKNESS PLATES AND CONTINUOUS FILLET WELD UNLESS OTHERWISE SHOWN. BEFORE FABRICATION IS COMMENCED THE CONTRACTOR SHALL SUBMIT COPIES OF THE SHOP DRAWINGS TO THE ARCHITECT FOR REVIEW. REVIEW DOES NOT INCLUDE CHECKING OF DIMENSIONS.

ALL STEELWORK SHALL BE GIVEN ONE OF THE FOLLOWING PREPARATIONS AND PAINT COATINGS IN ACCORDANCE WITH AS/NZS2312:2002:

### STEELWORK PROTECTED FROM THE ATMOSPHERE - (CATEGORY C1 TO SNZ TS 3404:2018) - (SNZ TS 3404:2018/PUR1)

STEEL SHALL BE SAND OR GRIT BLASTED TO ACHIEVE A BLAST PROFILE BETWEEN 25 AND 75 MICRONS COMPARABLE WITH THE SELECTED PRIMER AND A FINISH IN ACCORDANCE WITH THE SWEDISH STANDARD SIS 05 5900 OF Sf 3 AFTER BLASTING APPLY INTERGRAD 251 EPOXY PRIMER (OR SIMILAR APPROVED ALTERNATIVE) TO A MINIMUM OF 75 MICRONS DFT. THIS COAT SHALL BE APPLIED WITHIN ONE HOUR OF BLASTING. A COMPATIBLE TOP COAT OF COLOUR MAY BE SELECTED BY THE PRINCIPAL TO BE APPLIED ON SITE.

### STEEL WORK EXPOSED TO ATMOSPHERE (CATEGORY C4 TO AS/NZS2312:2002) - (AS/NZS 2312/PUR5)

STEEL SHALL BE SAND OR GRIT BLASTED TO ACHIEVE A BLAST PROFILE BETWEEN 25 AND 75 MICRONS COMPARABLE WITH THE SELECTED PRIMER AND A FINISH IN ACCORDANCE WITH THE SWEDISH STANDARD SIS 05 5900 OF SA 2.5. AFTER BLASTING, THE MATERIAL SHALL BE GIVEN ONE GOOD COAT OF APPROVED INORGANIC ZINC SILICATE PRIMER TO ACHIEVE A MINIMUM DRY BUILD THICKNESS IN ANY POSITION EXCEEDING 70 MICRONS WITH AN AVERAGE OF ANY TEN REPRESENTATIVE READINGS EXCEEDING 75 MICRONS. THIS COAT SHALL BE APPLIED WITHIN ONE HOUR OF BLASTING.

TOP COATS SHALL BE A MINIMUM OF TWO COATS, FIRST A HIGH BUILD EPOXY OF 200 MICRONS AND THEN A SECOND OF POLYURETHANE GLOSS OF 50 MICRONS AND APPLIED AS SOON AS PRACTICABLE AFTER THE PRIMER COAT IN ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATIONS. THE CONTRACTOR SHALL ENSURE THAT THE PAINT TYPES ARE COMPATIBLE.

TOUCH-UP OR REPAIR MAY BE REQUIRED DUE TO SITE WELDING OR ANY OTHER DEFECTS OR DAMAGE TO THE COATINGS, IN ACCORDANCE WITH THE ABOVE TO BE CONFIRMED WITH ENGINEER. REGULAR MAINTENANCE OF PAINT SYSTEMS PROTECTING EXPOSED STEEL WORK WILL BE REQUIRED. CONTACT PAINT SUPPLIER FOR DETAILED MAINTENANCE REGIME.

### FIRST MAJOR MAINTENANCE IS ANTICIPATED TO BE REQUIRED WITHIN 15-25 YEARS IN ACCORDANCE WITH AS/NZS2312

### CONCRETE

ALL WORKMANSHIP AND MATERIAL SHALL BE IN ACCORDANCE WITH NZS 3101 : 2006 AND NZS 3109 : 1997. NO HOLES CHASES OR EMBEDMENT OF PIPES OTHER THAN THOSE SHOWN ON THE STRUCTURAL DRAWINGS SHALL BE MADE IN CONCRETE MEMBERS WITHOUT THE APPROVAL OF THE ENGINEER. CAST INSITU SLABS AND BEAMS SHALL BE GIVEN A POSITIVE UPWARD CAMBER OF 2mm PER 1000mm OF SPAN. CONSTRUCTION JOINTS SHALL BE PROPERLY FORMED AND USED ONLY WHERE SHOWN OR SPECIFICALLY APPROVED BY THE ENGINEER. ALL CONCRETE IS TO BE MECHANICALLY VIBRATED AND CAREFULLY WORKED AROUND THE REINFORCEMENT AND INTO THE CORNERS OF THE FORM WORK.

THE SPECIFIED COMPRESSIVE STRENGTHS OF CONCRETE AT 28 DAYS SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE:

PILES & FOUNDATIONS	30MPa	(DUE TO 'COASTAL FRONTAGE' ZONE)
ONGRADE SLABS	30MPa	(DUE TO 'COASTAL FRONTAGE' ZONE)
SUSPENDED SLABS	30MPa	
PRECAST	45MPa	
SITE CONCRETE	10MPa	

CLEAR COVER REQUIREMENTS, INCLUDING TIES, STIRRUPS ETC SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE ON THE DRAWING.

CONCRETE COVER REQUIREMENTS			
ELEMENT	DESCRIPTION	INSITU COVER	PRECAST COVER
CAST EXPOSED & PERMANENTLY EXPOSED TO EARTH		75	-
ABOVE GROUND EXTERIOR ENVIRONMENTS - 'COASTAL FRONTAGE' TO NZS3101:PART1 2006			
SLABS, WALLS, RIBS	24MM TO 40MM BARS	50	50
	20MM & LESS BAR/WIRES	45	40
BEAMS & COLUMNS	PRINCIPAL LONGITUDINAL REINFORCEMENT	60	50
	TIES STIRRUPS & SPIRALS	50	40
INTERIOR OR PROTECTED ENVIRONMENTS			
SLABS, WALLS, RIBS	40MM & LARGER BARS	50	45
	24MM TO 32MM BARS	40	35
	20MM & LESS BARS/WIRES	30	25
BEAMS & COLUMNS	16MM & LARGER BARS	50	45
	12MM & SMALLER BARS	50	40
	PRINCIPAL LONGITUDINAL REINFORCEMENT	TIES, STIRRUPS & SPIRALS	35
	16MM & LARGER	35	30
	12MM & SMALLER	35	25

### REINFORCEMENT

ALL REINFORCEMENT SHALL BE EITHER GRADE 500E OR 300E AND MUST CONFORM TO AS/NZS 4671. ALL HOOK LAPS AND BENDS SHALL BE MADE WITHOUT FRACTURE IN ACCORDANCE TO NZS 3101. GRADE 300E BARS MAY BE REBENT ONCE ONLY, IF IN DOUBT ASK.

ALL REINFORCEMENT HAS BEEN DESIGNATED AS FOLLOWS:

500E	DEFORMED	HD20
300E	DEFORMED	D20
500E	PLAIN	HR20
300E	PLAIN	R20

REINFORCEMENT IS REPRESENTED DIAGRAMMATICALLY AND NOT NECESSARILY IN TRUE PROJECTION. SPLICES IN REINFORCEMENT SHALL BE MADE ONLY IN THE POSITION SHOWN ON THE DRAWINGS OR AS OTHERWISE APPROVED BY THE ENGINEER. ALL REINFORCEMENT SHALL BE FIXED AND TIED WHERE NECESSARY IN ITS SPECIFIED POSITION. FOR PLAIN ROUND BARS LAP LENGTH IS TO BE TWICE THE LAP LENGTH OF DEFORMED BARS.

**LAP LENGTHS FOR DEFORMED BARS IN TENSION SHALL BE NO LESS THAN THE FOLLOWING:**

DEFORMED BAR DIAMETER	10	12	16	20	25	28
CONCRETE						
STEEL-300	400	450	600	750	900	1100
CONCRETE						
STEEL-500	600	750	1000	1200	1500	1700
MASONRY						
STEEL-300	400	500	650	800	1000	1150
MASONRY						
STEEL-500	700	850	1150	1400	1750	2000

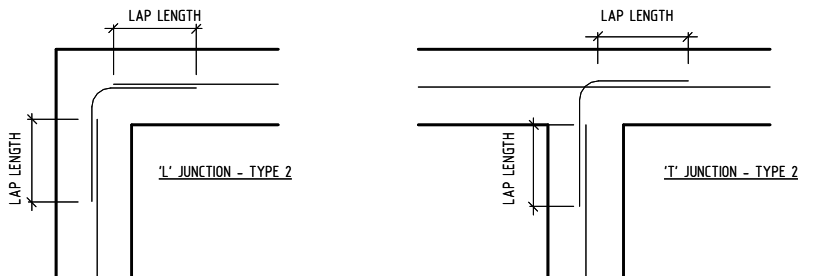
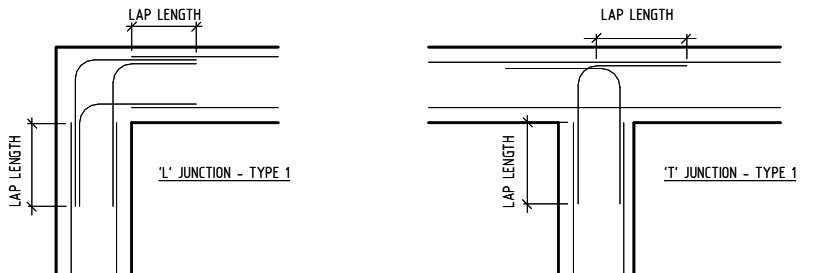
GRADE 500E STEEL SHALL NOT BE WELDED OR REBENT WITHOUT PERMISSION FROM THE ENGINEER & MUST BE CLEARLY MARKED AS MICRO ALLOY GRADE 500E. QUENCHED AND TEMPERED STEEL SHALL NOT BE WELDED OR REBENT.

BAR MARKINGS FOR IDENTIFICATION OF MICRO ALLOY (MA) AND QUENCHED AND TEMPERED (QTR) REINFORCING ARE SHOWN BELOW. (INDICATIVE ONLY)

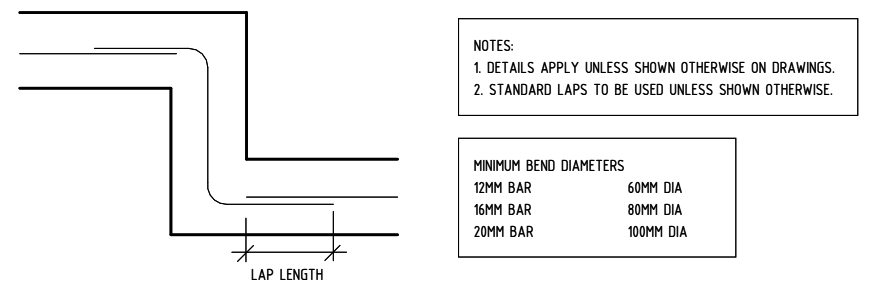


REMOVAL OF FORM WORK	
ITEMS FROM WHICH FORM WORK IS TO BE REMOVED	MINIMUM STRIPPING TIME
SIDES OF BEAMS, WALLS & COLUMNS	12 HOURS
SLAB BEAMS AND SLAB CONSTRUCTION (PROPS TO BE LEFT UNDER SLABS OF SPAN > 2M)	4 DAYS
REMOVAL OF PROPS FROM SLABS/BEAMS OF SPAN >2M	10 DAYS
BEAMS, SOFFITS AND SLABS OF SPAN >5M	18 DAYS
N.B FOR EACH DAY IN WHICH THE MEAN TEMPERATURE FALLS BELOW 10 DEGREES ADD HALF A DAY TO THE MINIMUM STRIPPING TIME.	

## FOUNDATION JUNCTIONS (PLAN)



## SINGLE LAYER REINFORCEMENT: FOUNDATION STEP ELEVATION



NOTES:  
1. DETAILS APPLY UNLESS SHOWN OTHERWISE ON DRAWINGS.  
2. STANDARD LAPS TO BE USED UNLESS SHOWN OTHERWISE.

MINIMUM BEND DIAMETERS	
12MM BAR	60MM DIA
16MM BAR	80MM DIA
20MM BAR	100MM DIA

### BLOCKWORK

ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH NZS 4210 : 1989. ALL MASONRY SHALL BE GRADE B MASONRY UNLESS NOTED OTHERWISE. ALL MASONRY UNITS SHALL BE OPEN ENDED REINFORCING UNITS AND SHALL HAVE ALL CELLS GROUTED UNLESS OTHERWISE APPROVED BY THE ENGINEER. THE SPECIFIED STRENGTH OF GROUT SHALL BE 25MPa . (DUE TO COASTAL/SEASPRAY ZONE - REFER SECTION 4 OF NZS3604:2011)

### FOUNDATIONS

FOUNDATIONS ARE TO BE FOUNDED ON ORIGINAL UNDISTURBED GROUND, AT A MINIMUM DEPTH OF 600mm. BEFORE ANY CONCRETE IS PLACED THE SOILS SHALL BE VERIFIED TO BE 'GOOD GROUND' TO NZS3604. (UNLESS FOUNDATIONS ARE PILED OR DESIGNED IN ACCORDANCE WITH A GEOTECH REPORT). 50MM OF SITE CONCRETE MAY BE PLACED UNDER FOUNDATIONS TO CREATE A CLEAN SURFACE TO PLACE REINFORCING ON WHEN REQUIRED.

### DRIVEN TIMBER PILES

ALL DRIVEN PILES ARE TO BE H5 TREATED COMPLYING WITH THE REQUIREMENTS OF NZS 3604 & AS NOTED ON THE FOUNDATION/SLAB PLAN. ALL FLOOR SLAB PILES SHALL BE CUT-OFF 10mm BELOW CONCRETE SLAB, PAINT END WITH ENSELLE OR SIMILAR AND CAPPED WITH 200x200mm HEAVY GRADE MALTHOID DPC TO ENSURE VAPOUR BARRIER IS NOT PERFORATED. BACKFILL AROUND PILE TOP WITH SAND AND PLACE THE VAPOUR BARRIER, VAPOUR BARRIER IS TO BE CONTINUOUS OVER PILES.

REV	DATE	AMMENDMENTS	BY
0	25/10/2023	FOR CONSTRUCTION	

Drafter:	Author
Design:	PP/NA
Checker:	JM
Date:	21/04/23

Job Title:	STRUCTURAL DESIGN OF MAST FOUNDATION
Client:	FIJI AIRPORTS LTD
Address:	NADI AIRPORT, NADI, FIJI.
Drawing Title:	NOTES

Drawing No:	S002 Rev: 0
Scale:	@A3
Project:	15365
Issue:	BUILDING CONSENT







Sites Marked in RED

SITE PLAN

GEOTECHNICAL ENGINEER TO CONFIRM  
DEPENDABLE BEARING CAPACITY OF 60KPA

0	25/10/2023	FOR CONSTRUCTION	
REV	DATE	AMMENDMENTS	BY

Drafter: Author  
 Design: PP/NA  
 Checker: JM  
 Date: 21/04/23

Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
 Client: FIJI AIRPORTS LTD  
 Address: NADI AIRPORT, NADI, FIJI.  
 Drawing Title: SITE PLAN

Drawing No: S100 Rev: 0  
 Scale: 1: 200 @A3  
 Project: 15365  
 Issue: BUILDING CONSENT

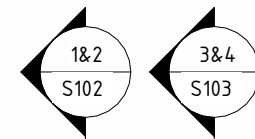




**GENERAL NOTES:-**

1. DO NOT SCALE. REFER ANY DISCREPANCIES TO THE ARCHITECT/ENGINEER.
2. THE BUILDER SHALL BE RESPONSIBLE FOR ANY DAMAGE TO WORKS DURING CONSTRUCTION.
3. VAPOUR BARRIER TO BE 0.25mm POLYTHENE. ALL JOINTS & PROTRUSIONS SHALL BE LAPPED 200mm MIN & TAPED.
4. THE SAND BLINDING LAYER SHALL BE 50 mm MAX TO AID LEVELING & PROTECT THE VAPOUR BARRIER.
5. FINISHED GROUND LEVEL ADJACENT TO SLAB TO BE PROTECTED FROM WIND, WATER EROSIONS AND UNDERMINING.
6. ALL DIMENSIONS RELEVANT TO THE WORKS SHALL BE VERIFIED BY THE CONTRACTOR BEFORE COMMENCING ANY WORKS.
7. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE CLIENTS SUPPLIED EQUIPMENT CABLING DETAILS AND SITE INSTRUCTIONS ISSUED.
8. SCOPE OF WORKS SHALL BE CONFIRMED WITH THE CLIENT AND RELEVANT THIRD PARTIES RELATED TO THE PROJECT.
9. FOUNDATION DESIGN HAS BEEN BASED ON ALLOWABLE BEARING CAPACITY OF 60 KPA AND THE SITE CONDITIONS SHALL BE VERIFIED BY THE CONTRACTOR.
10. SUB-GRADE SHALL BE COMPACTED TO 95% M.D.D (MOISTURE DRY DENSITY) PRIOR TO BACKFILL. HARDCORE FILL SHALL BE LAYERED 200MM MAX THICK TO 98% M.D.D.

INDICATIVE LOCATION OF P1 OR P2 FOUNDATION PAD AS SPECIFIED ON SHEET S102 & S103 FOR WIRE ROPE ANCHORS. PAD & BASE PLATE FACING IN LINE WITH THE DIRECTION OF WIRE ROPES



REFER TO STRUCTURAL SPECIFICATIONS SHEET FOR CONCRETE REINFORCING & OTHER NOTES

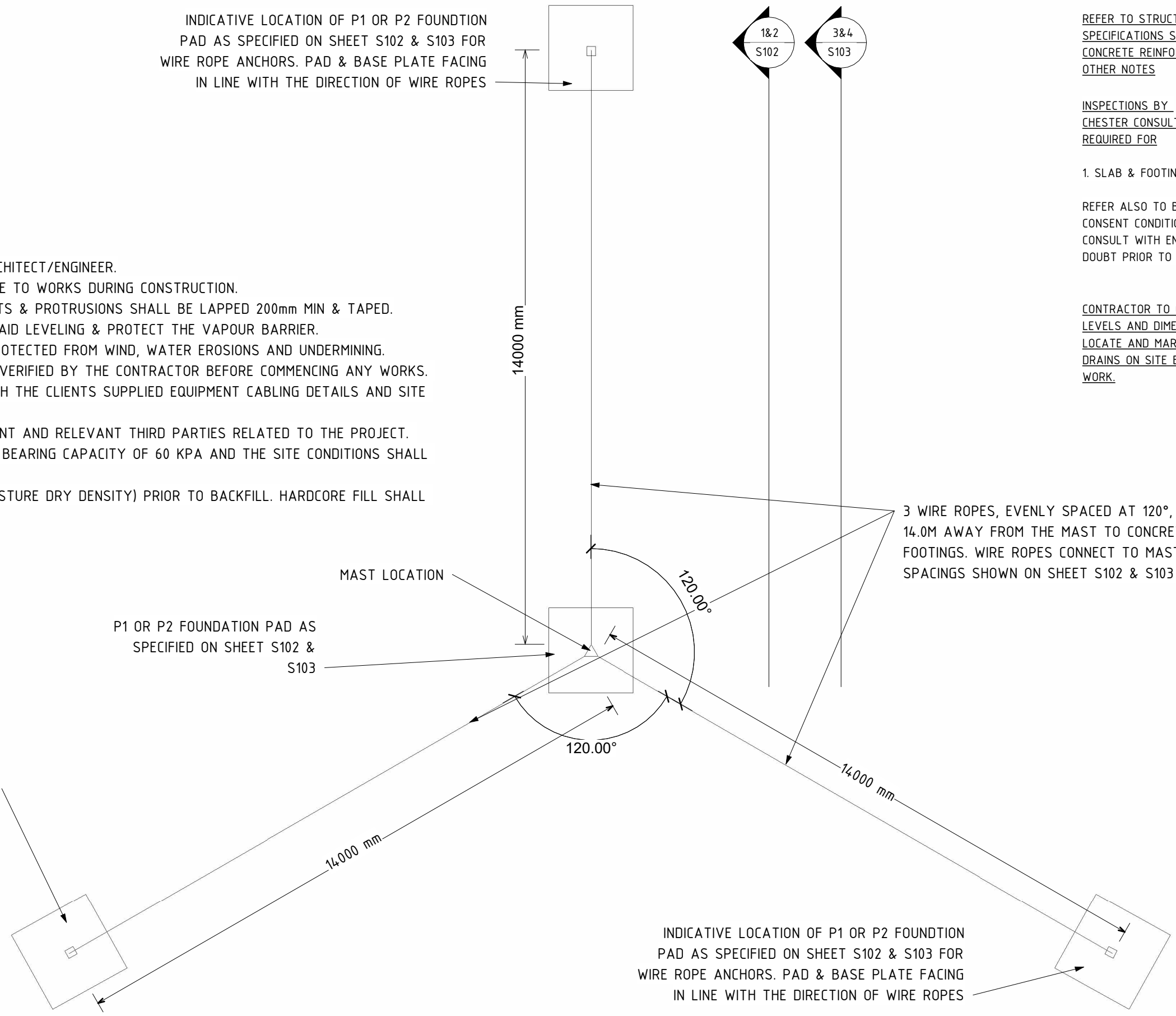
INSPECTIONS BY CHESTER CONSULTANTS REQUIRED FOR

1. SLAB & FOOTING REINFORCING.

REFER ALSO TO BUILDING CONSENT CONDITIONS AND CONSULT WITH ENGINEER IF IN DOUBT PRIOR TO POURING/LINING.

CONTRACTOR TO CONFIRM ALL LEVELS AND DIMENSIONS AND LOCATE AND MARK ALL SERVICES & DRAINS ON SITE BEFORE COMMENCING WORK.

INDICATIVE LOCATION OF P1 OR P2 FOUNDATION PAD AS SPECIFIED ON SHEET S102 & S103 FOR WIRE ROPE ANCHORS. PAD & BASE PLATE FACING IN LINE WITH THE DIRECTION OF WIRE ROPES



INDICATIVE LOCATION OF P1 OR P2 FOUNDATION PAD AS SPECIFIED ON SHEET S102 & S103 FOR WIRE ROPE ANCHORS. PAD & BASE PLATE FACING IN LINE WITH THE DIRECTION OF WIRE ROPES

**MAST SETOUT PLAN**

1 : 100

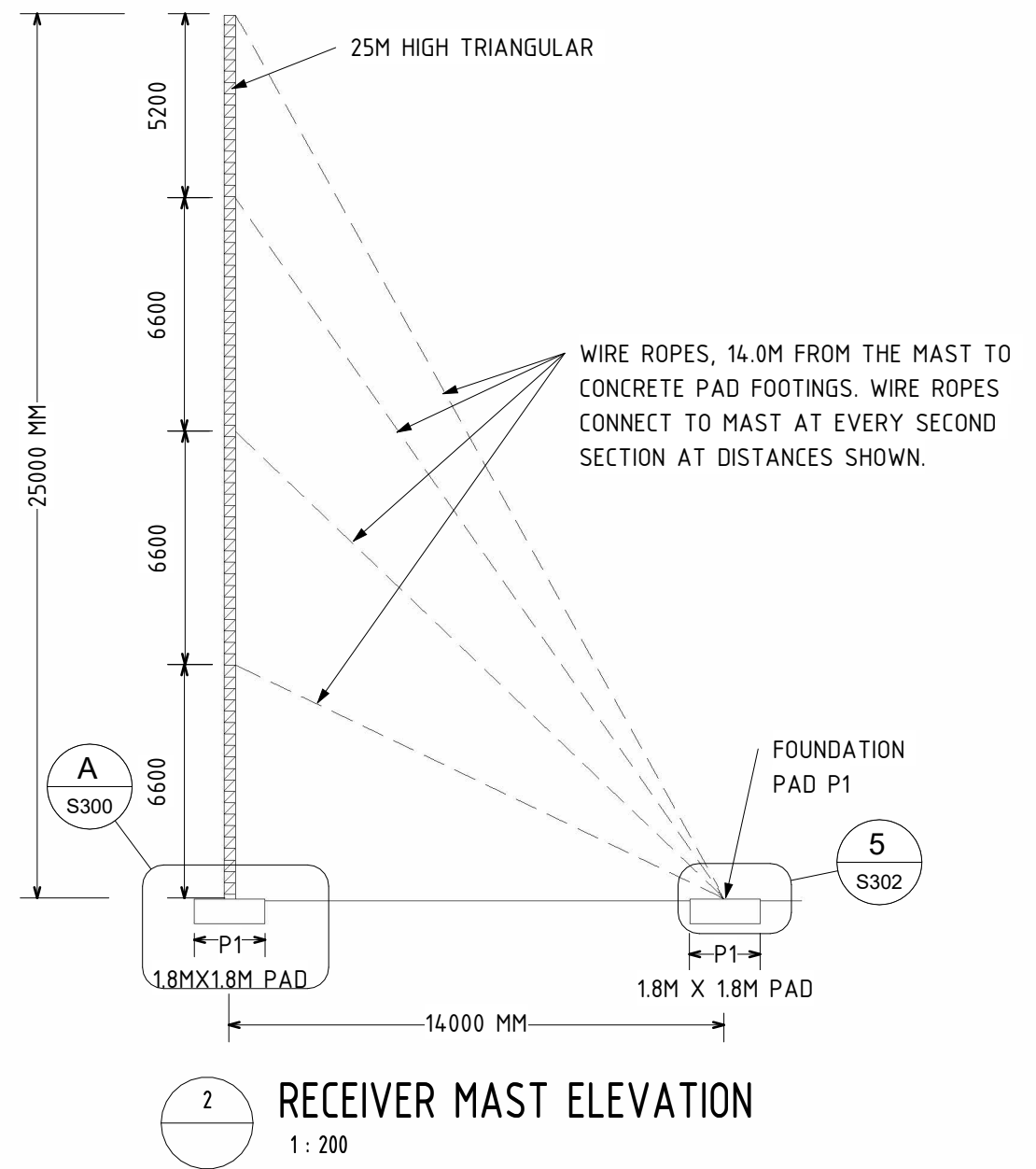
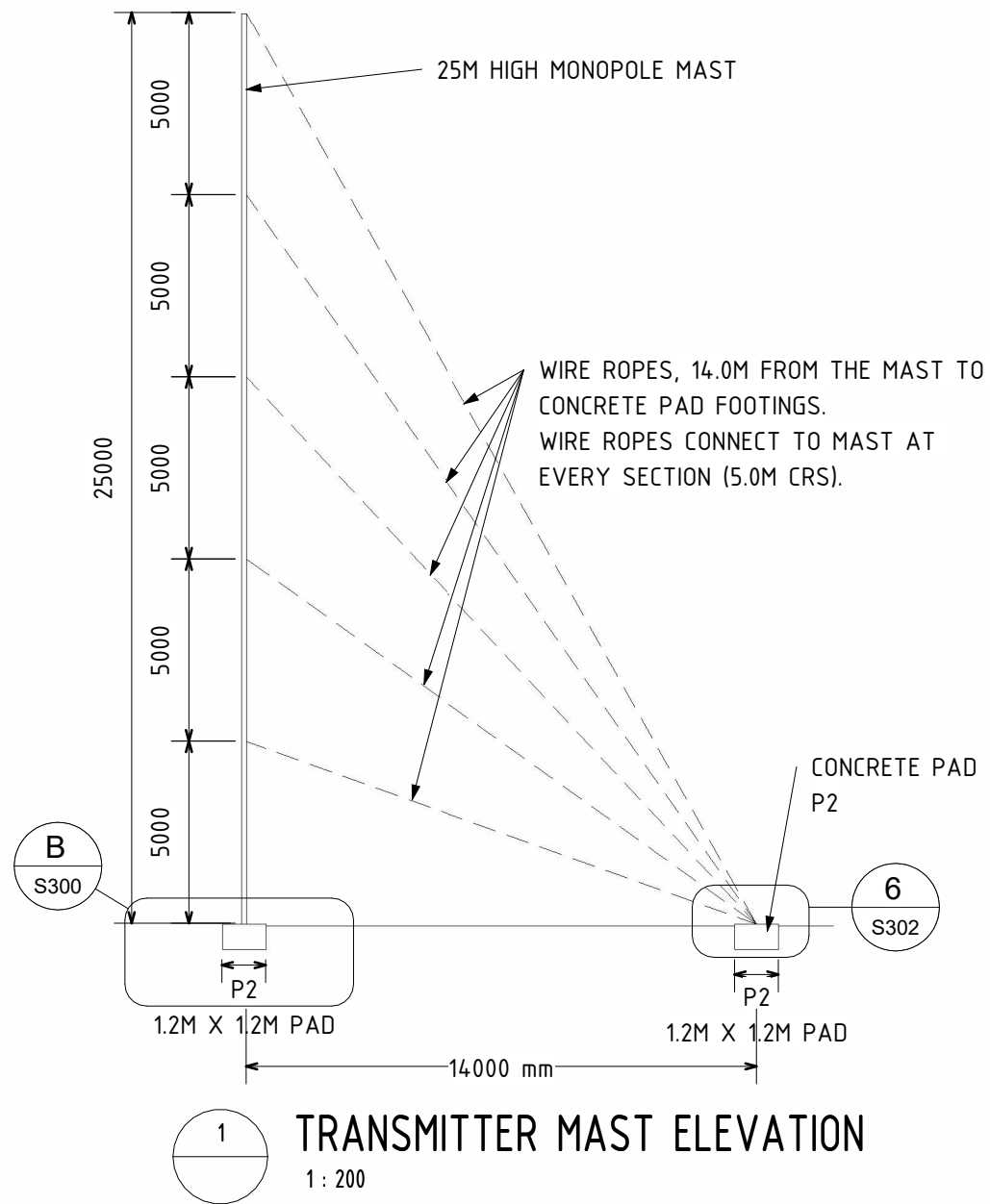
REV	DATE	AMMENDMENTS	BY
0	25/10/2023	FOR CONSTRUCTION	

Drafter: NA  
 Design: PP/NA  
 Checker: JM  
 Date: 21/04/23

Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
 Client: FIJI AIRPORTS LTD  
 Address: NADI AIRPORT, NADI, FIJI.  
 Drawing Title: SETOUT PLAN

Drawing No: S101 Rev: 0  
 Scale: 1 : 100 @A3  
 Project: 15365  
 Issue: BUILDING CONSENT



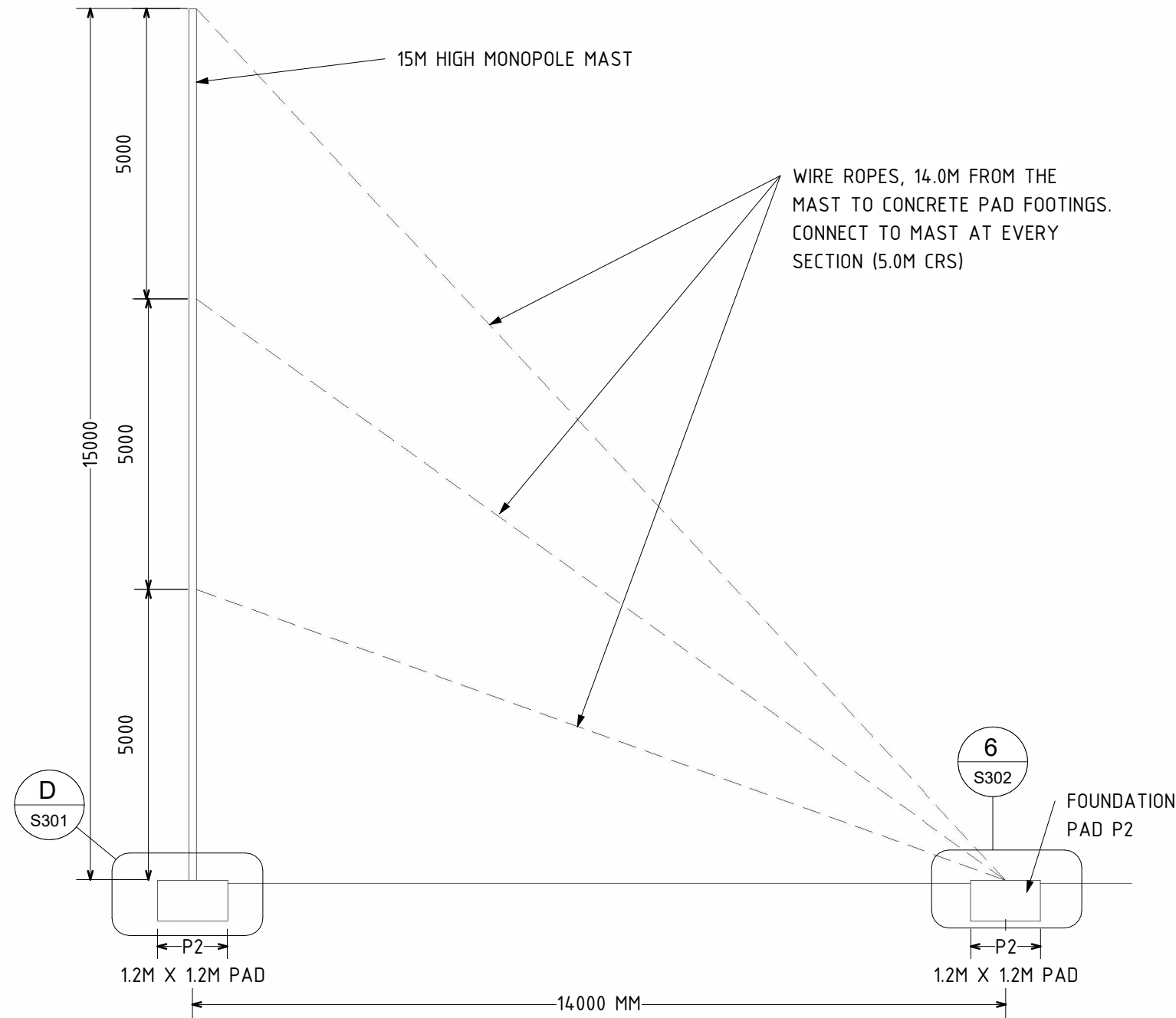


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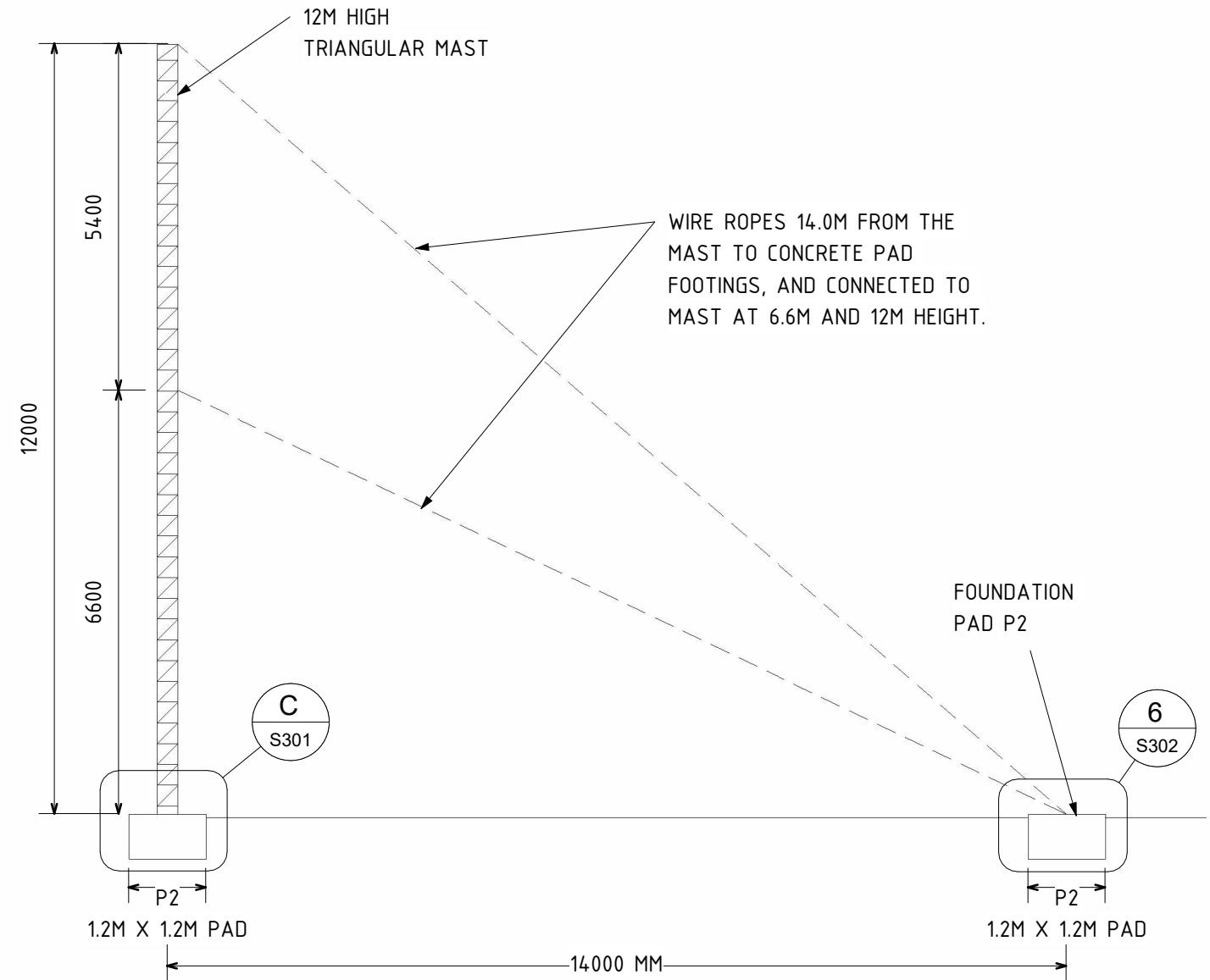
Drafter: NA  
 Design: PP/NA  
 Checker: JM  
 Date: 21/04/23

Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
 Client: FIJI AIRPORTS LTD  
 Address: NADI AIRPORT, NADI, FIJI.  
 Drawing Title: MAST ELEVATION

Drawing No: S102 Rev: 0  
 Scale: 1: 200 @A3  
 Project: 15365  
 Issue: BUILDING CONSENT



3 GLIDEPATH MAST ELEVATION  
1 : 100



4 LOCALIZER MAST ELEVATION  
1 : 100

REV	DATE	AMMENDMENTS	BY
0	25/10/2023	FOR CONSTRUCTION	

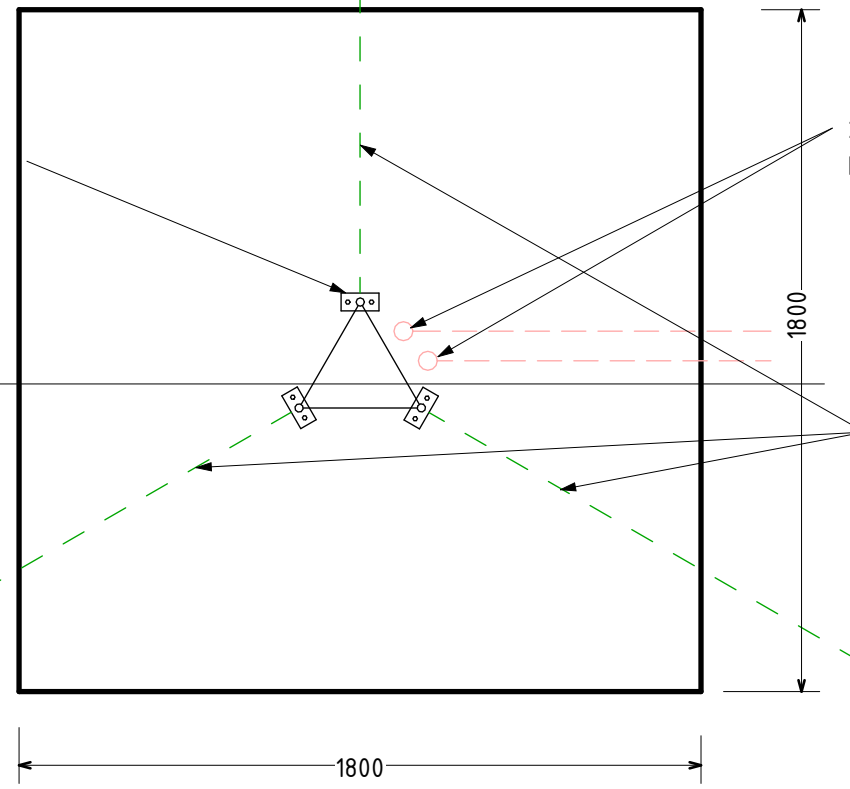
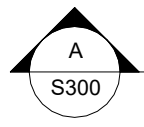
Drafter: NA  
 Design: PP/NA  
 Checker: JM  
 Date: 21/04/23

Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
 Client: FIJI AIRPORTS LTD  
 Address: NADI AIRPORT, NADI, FIJI.  
 Drawing Title: MAST ELEVATION

Drawing No: S103 Rev: 0  
 Scale: 1 : 100 @A3  
 Project: 15365  
 Issue: BUILDING CONSENT



3-BASEPLATES WITH  
2/M12 GRADE S8.8 HOLD  
DOWN BOLTS, CAST-IN  
400MM INTO CONCRETE



2-50MM CONDUITS  
INDICATIVE LOCATION

7x19 SS WIRE ROPE 316  
SIZE 10MM AT EVERY  
SECOND SECTION (6.6M  
CRS) ANCHORED 14M FROM  
MAST TO CONCRETE PAD

USE M12 GRADE 8.8 SS BOLTS FOR  
CONNECTING TRIANGULAR MAST SECTIONS

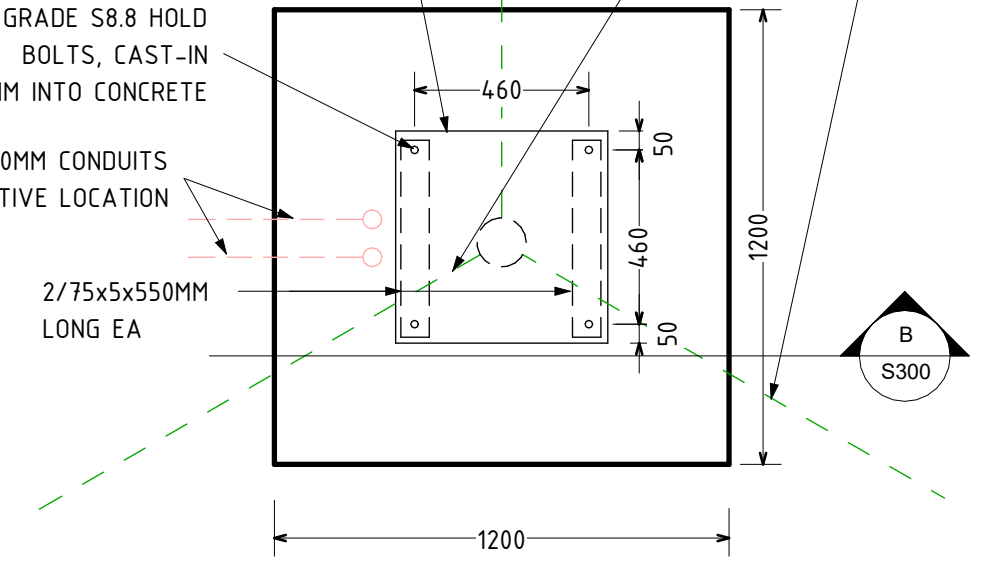
1 RECEIVER MAST FOOTING PLAN DETAIL  
1 : 20

BASEPLATE AS PER  
MANUFACTURERS  
SPECIFICATIONS

4/M24 GRADE S8.8 HOLD  
DOWN BOLTS, CAST-IN  
400MM INTO CONCRETE

2-50MM CONDUITS  
INDICATIVE LOCATION

2/75x5x550MM  
LONG EA



2 TRANSMITTER MAST FOOTING PLAN DETAIL  
1 : 20

2/M12 GRADE S8.8 BOLTS,  
CAST-IN EACH SIDE OF  
TRIANGULAR MAST  
400MM EMBEDMENT INTO  
CONCRETE

HD16 @ 200mm CRS  
E/W, TOP AND BOTTOM.

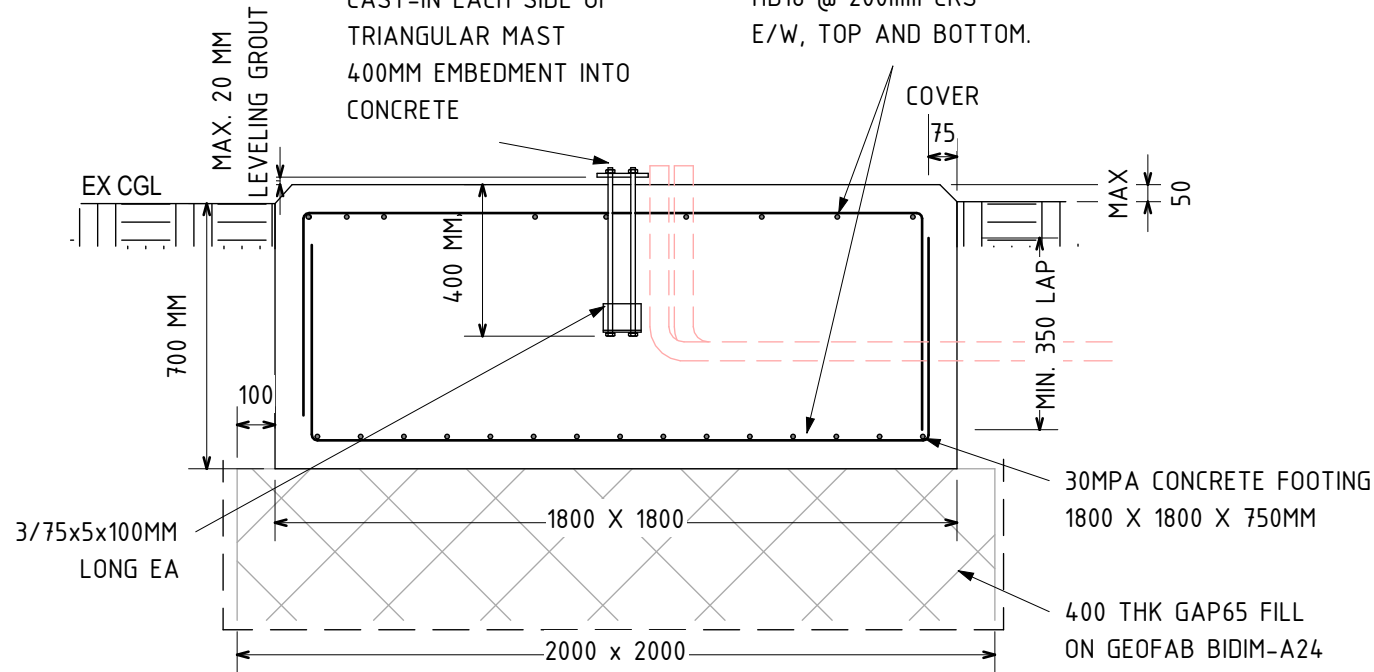
COVER  
75

MAX  
50

MIN. 350 LAP

30MPA CONCRETE FOOTING  
1800 X 1800 X 750MM

400 THK GAP65 FILL  
ON GEOFAB BIDIM-A24



A RECEIVER MAST FOOTING SECTION (P1)  
S101 1 : 20

4/M24 GRADE S8.8  
HOLD DOWN BOLTS,  
CAST-IN 400MM  
EMBEDMENT INTO  
CONCRETE PAD

HD16 @225MM CRS E/W,  
TOP AND BOTTOM.

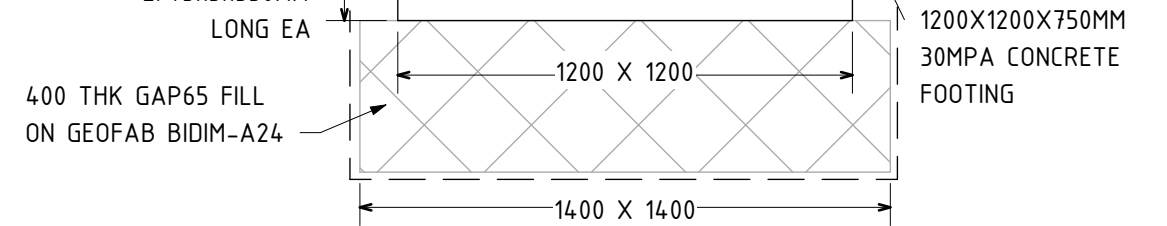
COVER  
75

MAX  
50

MIN. 350 LAP

2/75x5x550MM  
LONG EA

400 THK GAP65 FILL  
ON GEOFAB BIDIM-A24



B TRANSMITTER MAST FOOTING SECTION (P2)  
S102 1 : 20

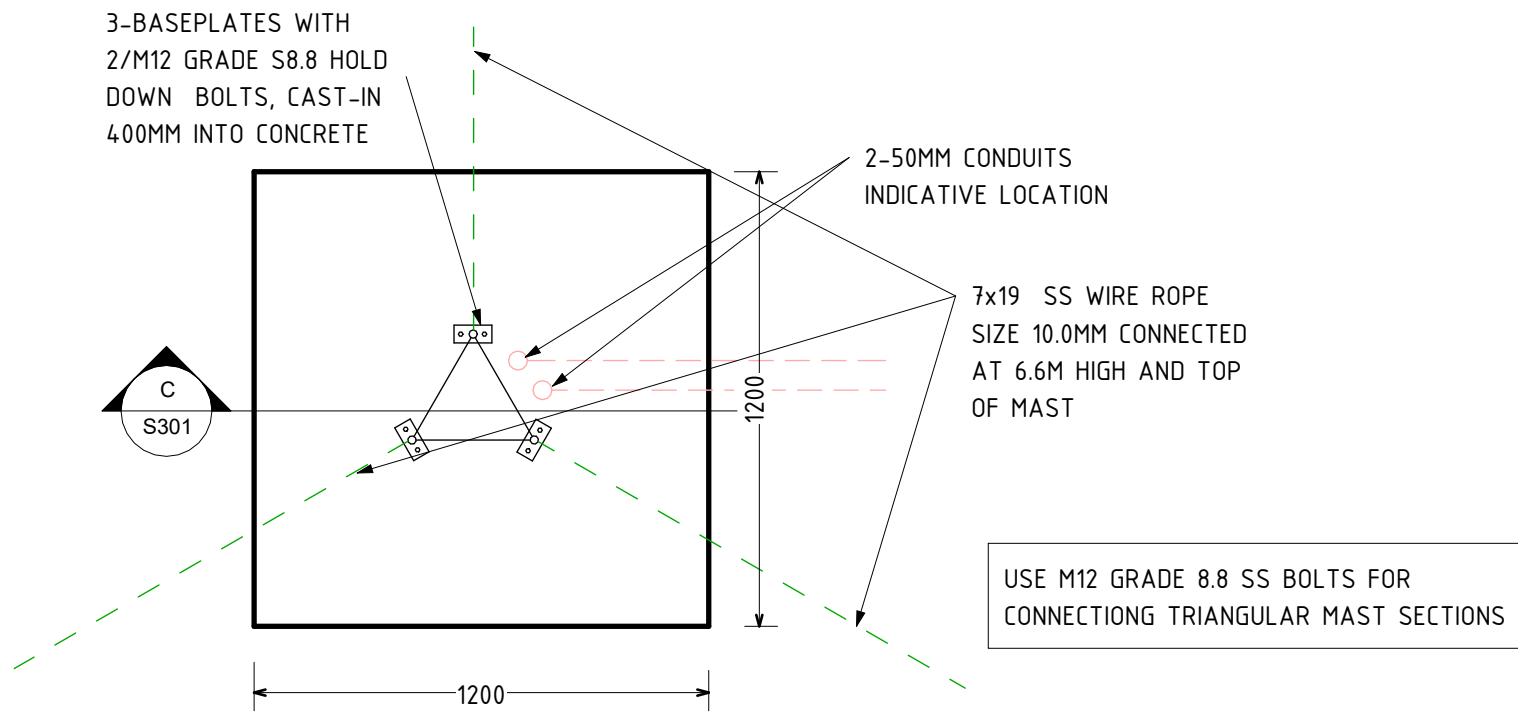
REV	DATE	AMMENDMENTS	BY
0	25/10/2023	FOR CONSTRUCTION	

Drafter: NA  
Design: NA  
Checker: JM  
Date: 21/04/23

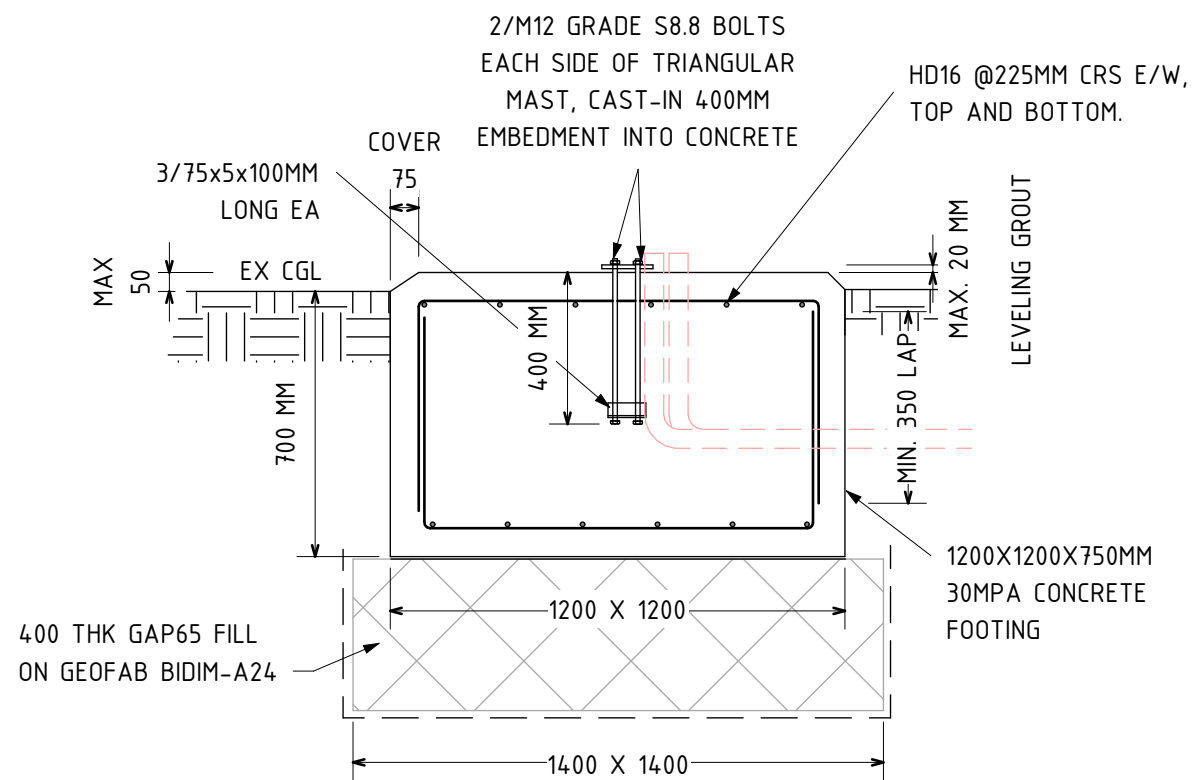
Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
Client: FIJI AIRPORTS LTD  
Address: NADI AIRPORT, NADI, FIJI.  
Drawing Title: FOUNDATION DETAILS

Drawing No: S300 Rev: 0  
Scale: 1 : 20 @A3  
Project: 15365  
Issue: BUILDING CONSENT

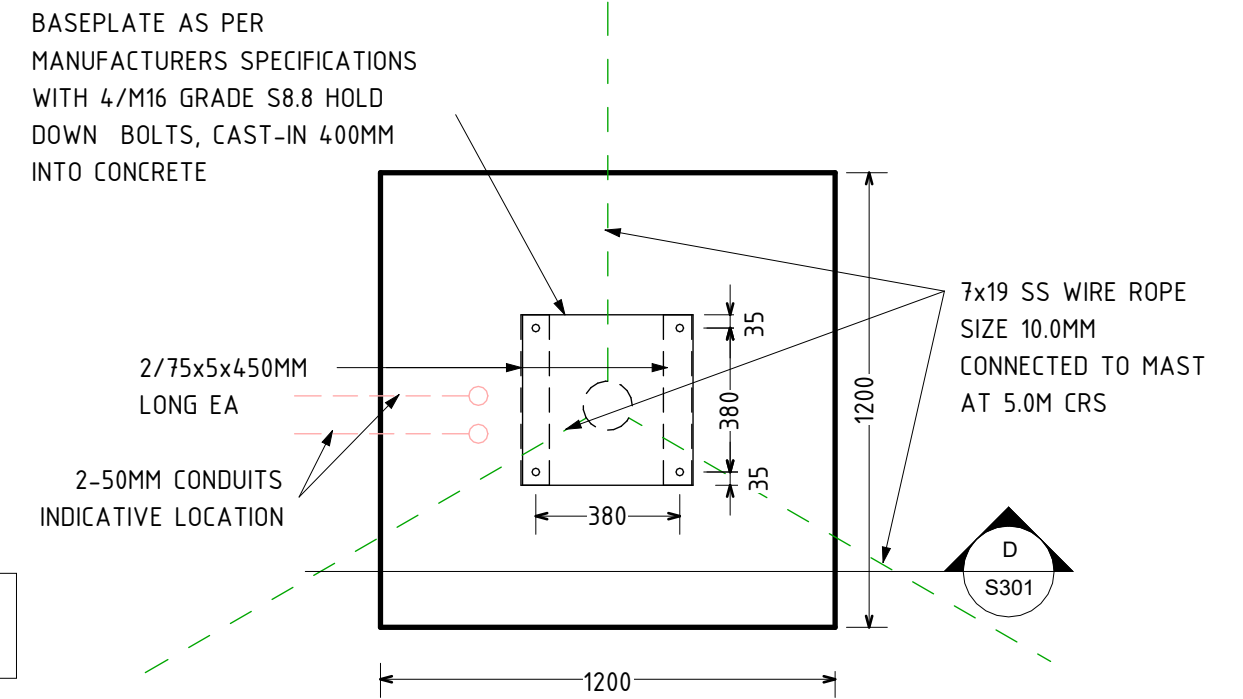




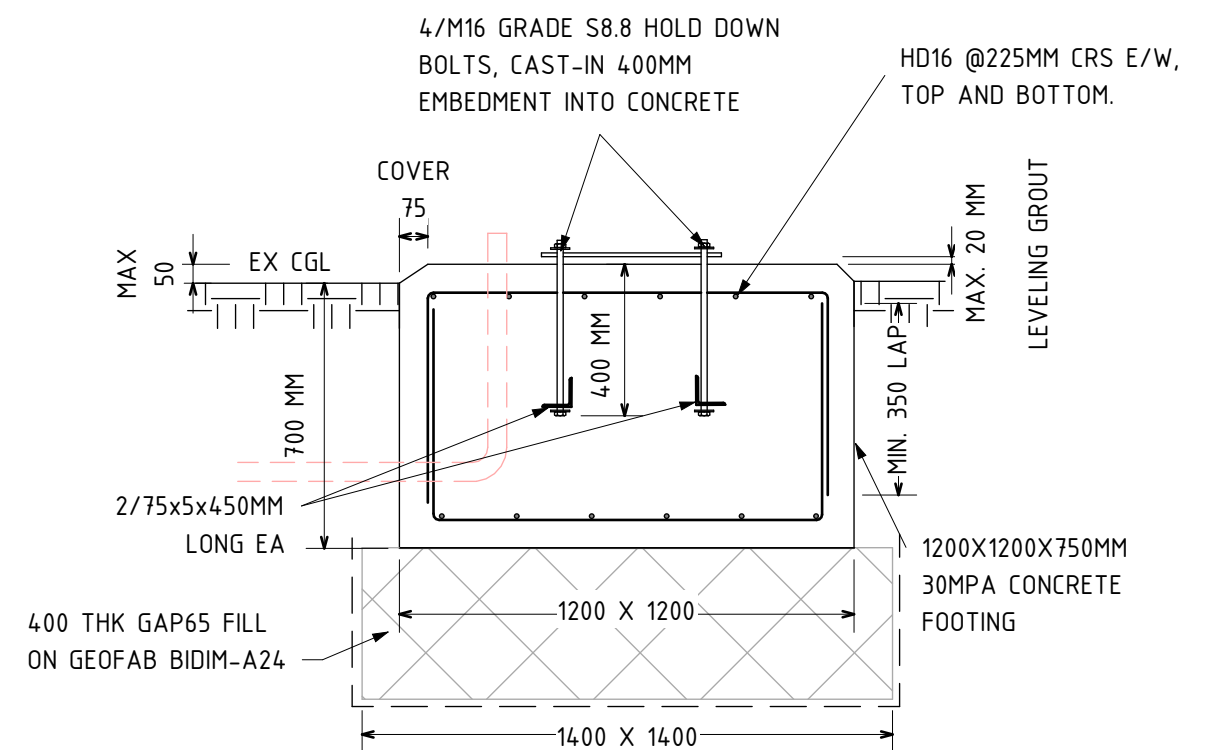
3 LOCALIZER MAST FOOTING PLAN DETAIL  
1 : 20



C LOCALIZER MAST FOOTING SECTION (P2)  
1 : 20



4 GLIDE PATH MAST FOOTING PLAN DETAIL  
1 : 20



D GLIDE PATH MAST FOOTING SECTION (P2)  
1 : 20

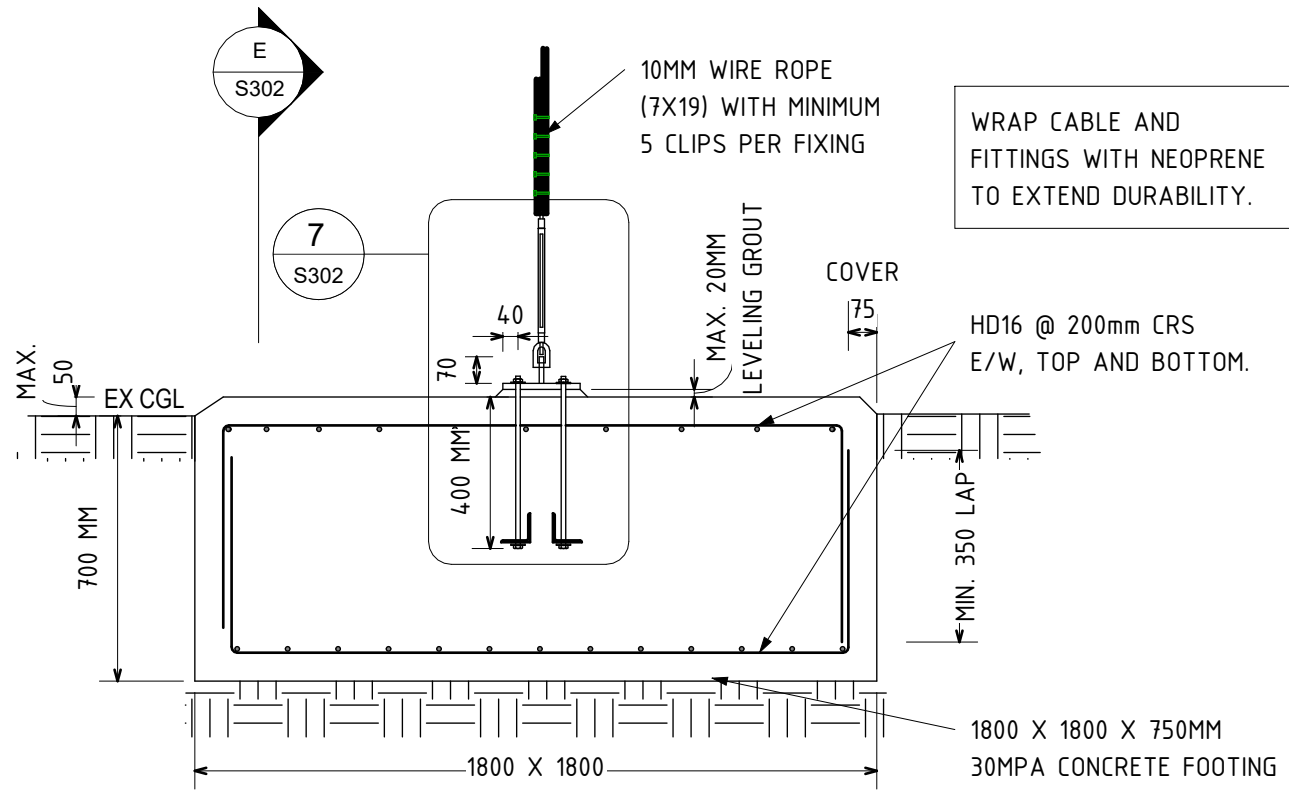
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Drafter: NA  
Design: NA  
Checker: JM  
Date: 21/04/23

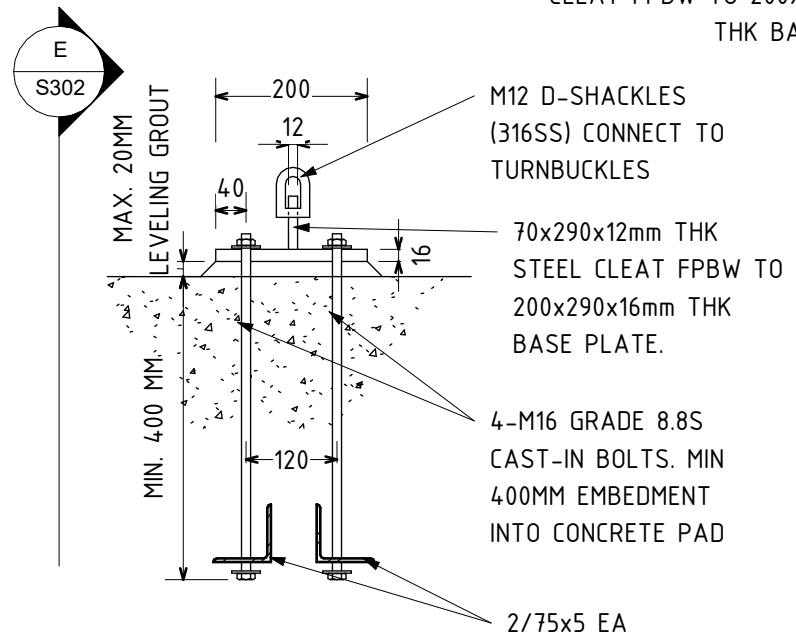
Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
Client: FIJI AIRPORTS LTD  
Address: NADI AIRPORT, NADI, FIJI.  
Drawing Title: FOUNDATION DETAILS

Drawing No: S301 Rev: 0  
Scale: 1 : 20 @A3  
Project: 15365  
Issue: BUILDING CONSENT





5 WIRE ROPE BASEPLATE FOOTING SECTION (P1)  
S102 1:20



7 WIRE ROPE BASE PLATE  
S302 1:10

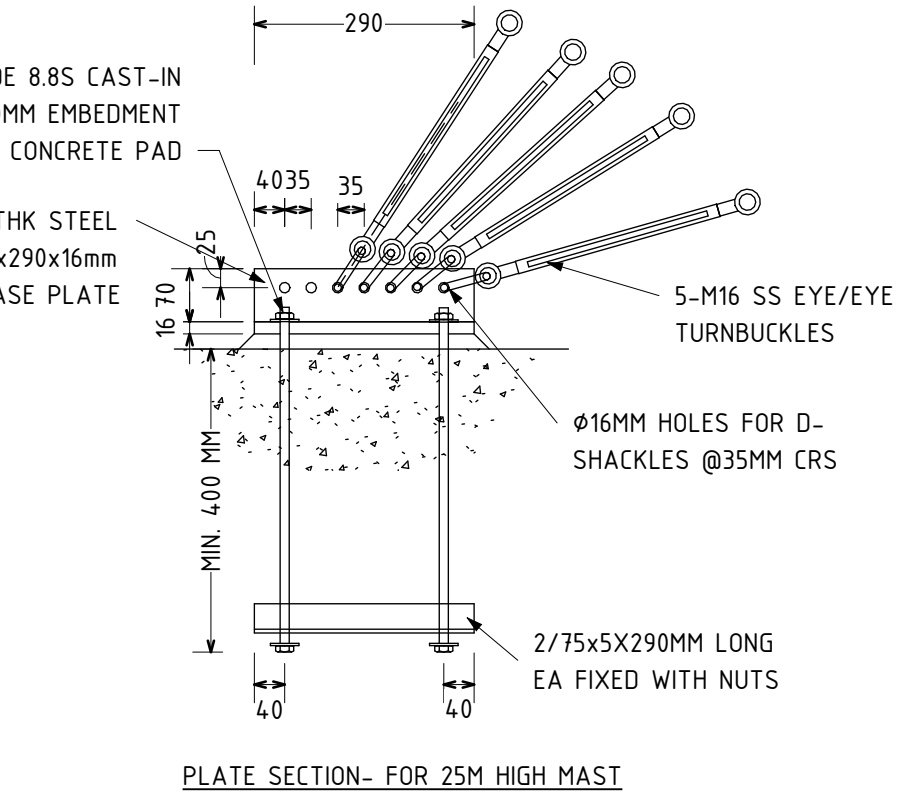
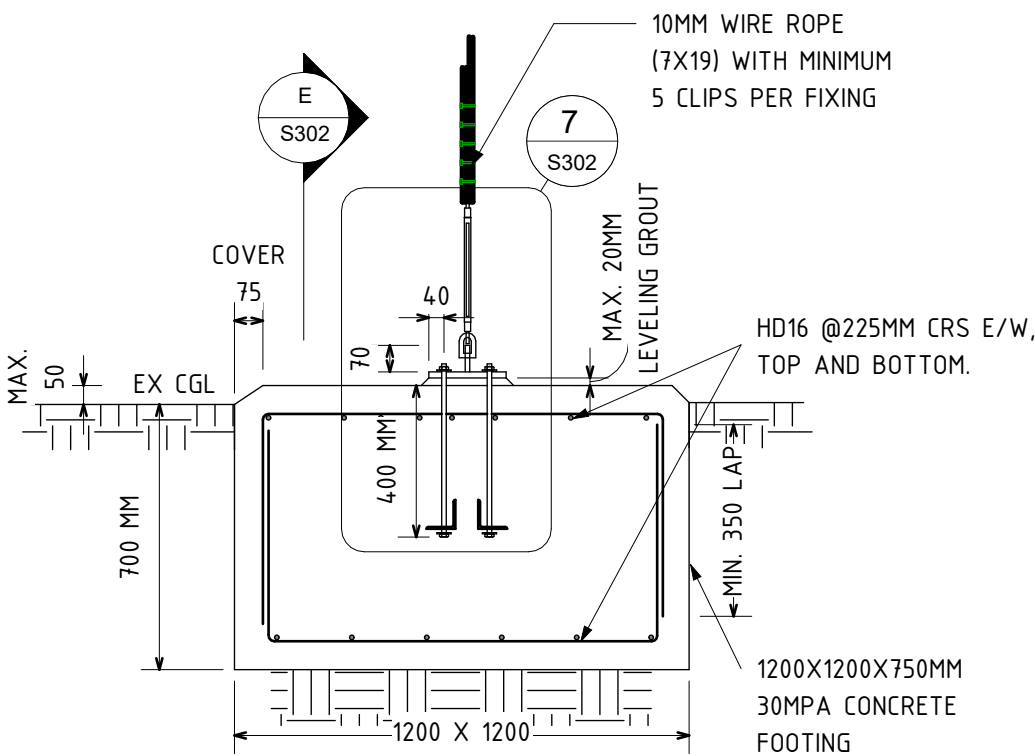


PLATE SECTION- FOR 25M HIGH MAST



6 WIRE ROPE BASEPLATE FOOTING SECTION (P2)  
S102 1:20

Wire Rope 316 Code: MW...	Size	Breaking Load (kg)*	Characteristics
 7x19	2.0 mm	212	<ul style="list-style-type: none"> <li>Very flexible.</li> <li>Medium stretch.</li> <li>Can be terminated with crimps, or can also be swaged.</li> <li>More crevices so less corrosion resistant.</li> </ul> *Available with nylon coating (breaking load may vary)
	2.5 mm	332	
	3.0 mm <sup>†</sup>	478	
	4.0 mm <sup>†</sup>	850	
	5.0 mm	1,449	
	6.0 mm	2,086	
	8.0 mm	3,403	
	10.0 mm	5,795	
12.0 mm	7,648		

ANZOR PRODUCTS HAVE BEEN SPECIFIED FOR WIRE ROPE AND FIXINGS.  
CONTRACTOR TO PROVIDE PRODUCT DATA WHERE A DIFFERENT PRODUCT USED

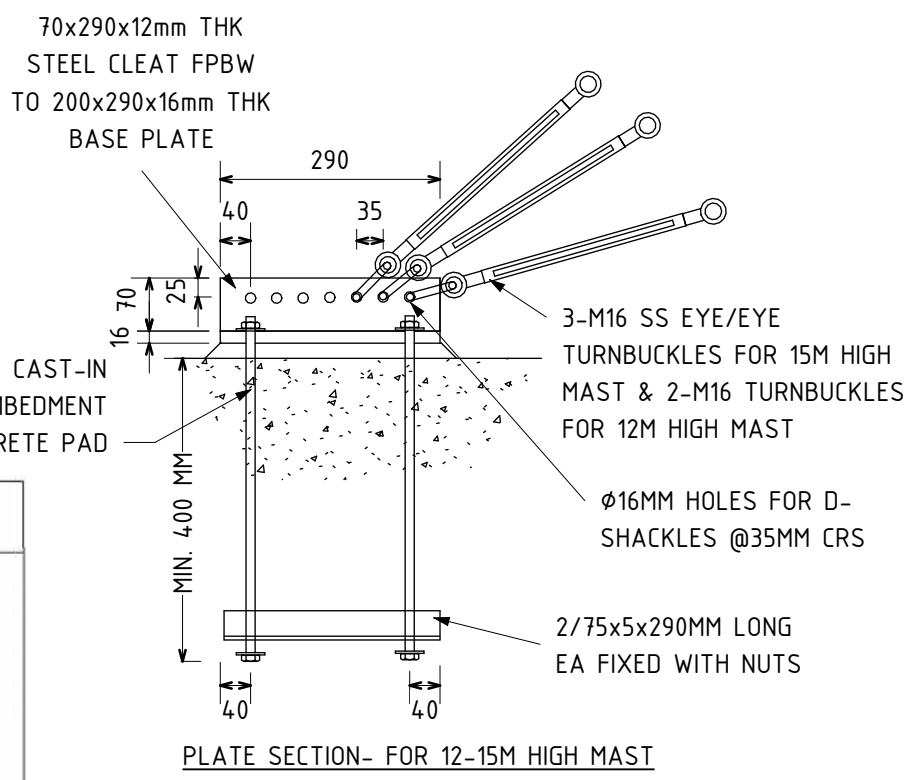


PLATE SECTION- FOR 12-15M HIGH MAST

BASE PLATE SECTION  
S302 1:10

0	25/10/2023	FOR CONSTRUCTION	
REV	DATE	AMMENDMENTS	BY

Drafter: NA  
Design: NA  
Checker: JM  
Date: 21/04/23

Job Title: STRUCTURAL DESIGN OF MAST FOUNDATION  
Client: FIJI AIRPORTS LTD  
Address: NADI AIRPORT, NADI, FIJI.  
Drawing Title: FOUNDATION DETAILS

Drawing No: S302 Rev: 0  
Scale: As indicated @A3  
Project: 15365  
Issue: BUILDING CONSENT





# APPENDIX B





# Appendix C

<b><u>SCHEDULE OF QUANTITIES</u></b>					
Project Name: <b>Radio Communication Mast Foundation Construction Works – Nadi Airport</b>					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT (FJD)
<b><u>A</u></b>	<b><u>PRELIMINARIES AND GENERAL</u></b>				
A.1	Allow for Security and Vehicle passes. Security pass - \$5.50/person (Valid for 7 days) Vehicle pass - \$5.50/vehicle (Valid for 7 days)	LS			
A.2	Soil Bearing Capacity Test of 60kpa	LS	1		
			<b>SUBTOTAL A</b>		
<b><u>B</u></b>	<b><u>FOUNDATION WORKS</u></b>				
<b>B1</b>	<b>TRANSMITTER MAST</b>				
B1.1	Construction Works - Construct main foundation as per the construction drawing & specification provided in Appendix A, supply & cast anchor bolts as per the drawing specification.	LS	1		
B1.2	Construct Anchor pad as per the construction drawing & specification provided in Appendix A, supply anchor bolts and plates as specified. Drill holes for the support wire as shown and weld as required according to specification.	LS	1		
B1.3	Trench from the main foundation to the nearest building or the cable chamber, sand bed, layconduit, with draw wire and caution tape and backfill. Supply & Connect 2 x 50mm conduit to the nearest buildig or the cable chamber. This will be treated as measure and value	20m			
<b>B2</b>	<b>RECEIVER MAST</b>				
B2.1	Construction Works - Construct main foundation as per the construction drawing & specification provided in Appendix A, supply & cast anchor bolts as per the drawing specification.	LS	1		
B2.2	Construct Anchor pad as per the construction drawing & specification provided in Appendix A, supply anchor bolts and plates as specified. Drill holes for the support wire as shown and weld as required according to specification.	LS	1		
B2.3	Trench from the main foundation to the nearest building or the cable chamber, sand bed, layconduit, with draw wire and caution tape and backfill. Supply & Connect 2 x 50mm conduit to the nearest buildig or the cable chamber. This will be treated as measure & value	20m			
<b>OPTIONAL PRICING - FOR B3 &amp; B4</b>					
<b>B3</b>	<b>GLIDE PATH MAST</b>				
B3.1	Construction Works - Construct main foundation as per the construction drawing & specification provided in Appendix A, supply & cast anchor bolts as per the drawing specification.	LS	1		
B3.2	Construct Anchor pad as per the construction drawing & specification provided in Appendix A, supply anchor bolts and plates as specified. Drill holes for the support wire as shown and weld as required according to specification.	LS	1		
B3.3	Trench from the main foundation to the nearest building or the cable chamber, sand bed, layconduit, with draw wire and caution tape and backfill. Supply & Connect 2 x 50mm conduit to the nearest buildig or the cable chamber. This will be treated as measure & value	20m			
<b>B4</b>	<b>LOCALIZER MAST</b>				
B4.1	Construction Works - Construct main foundation as per the construction drawing & specification provided in Appendix A, supply & cast anchor bolts as per the drawing specification.	LS	1		
B4.2	Construct Anchor pad as per the construction drawing & specification provided in Appendix A, supply anchor bolts and plates as specified. Drill holes for the support wire as shown and weld as required according to specification.	LS	1		
B4.3	Trench from the main foundation to the nearest building or the cable chamber, sand bed, layconduit, with draw wire and caution tape and backfill. Supply & Connect 2 x 50mm conduit to the nearest buildig or the cable chamber. This will be treated as measure & value	20m			
			<b>SUBTOTAL B</b>		

<b>SUMMARY</b>		
A	PRELIMINARIES AND GENERAL	
B	FOUNDATION WORKS	
	<b>TOTAL (VAT exclusive)</b>	

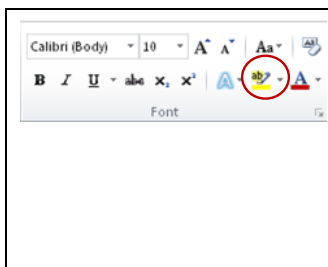
# Appendix D

Fiji Airports

## Radio Communication Mast Foundation Construction Works – Nadi Airport - Response Form

### Instructions for Respondents

- Please use this Response Form in responding to our RFT. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this form please make sure that you have read the Request for Tender (RFT) in full and understand our Requirements (RFT Section 2), our Evaluation Approach (RFT Section 3) and the RFT Process, Terms and Conditions (shortened to RFT-Terms detailed in Section 6). If anything is unclear or you have any questions, please get in touch with our Point of Contact (RFT Section 1 paragraph 1.3) before the Deadline for Questions (RFT Section 1 paragraph 1.2).
- We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
- Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!



To remove highlight from text: select the text you want to remove the highlight from. In the 'Home' tab in the 'Font' group select the arrow at the right of the 'Text highlight colour' and select 'no colour'.

To remove highlight from table: Select the table you want to remove the highlight from. Right click and select 'Table properties' under 'Table' select 'Borders and Shading', select 'Shading', select 'Fill' use drop down to select 'No colour'.

## Check list for Respondents

Task	ü
1. Complete all sections of the Response Form.	
2. Delete all 'supplier tip' boxes from the Response Form.	
3. Remove all yellow highlight from the Response Form.	
4. Make sure that you have complied with the following instructions: <ul style="list-style-type: none"><li>• mailbox size: refer to the RFT document Section 1, item 1.5</li></ul>	
5. Arrange for the declaration to be signed.	
6. Prepare your Tender for electronic submission by creating a final soft copy file.	
7. Arrange for the Tender to be delivered electronically on Tenderlink before the ATM Close Date and ATM Close Time refer to the RFT document Section 1, paragraph 1.2 and on Tenderlink.	



Appendix D

# Response Form

In response to Request for Tender

by: Fiji Airports

for: Nadi Airport AWOS Power and Fiber Optic Civil Works

Date of this Tender: [insert date of this document]



**Supplier  
tips**

Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means *'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the marketplace that does not submit a Tender.'* Definitions are at the end of RFT Section 6.

# 1. About the Respondent



## Supplier tips

- The section gives the Fiji Airports basic information about your organisation and identifies your Point of Contact for the duration of the RFT process.
- If an item is not applicable e.g. you do not have a registered office, complete the box by stating 'not applicable'.
- If you are submitting a joint or consortium Tender complete an 'Our profile' table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Tender.
- The Respondent acknowledges that if its Registration of Interest was not lodged on a Joint Bid Basis it will not be permitted to lodge a tender on a Joint Bid Basis.

## Our profile

Choose one of these statements to complete, and delete the others

This is a Tender by [insert the name of your organisation] alone to supply the Requirements.

**OR** This is a [joint/consortium] Tender by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

Item	Detail
Trading name:	[insert the name that you do business under]
Full legal name (if different):	[if applicable]
Physical address:	[if more than one office – put the address of your head office]
Postal address:	[e.g. P.O Box address]
Registered office:	[if you have a registered office insert the address here]
Business website:	[url address]
Type of entity (legal status):	[sole trader / partnership / limited liability company or other entity / other please specify]
Registration number:	[if your organisation has a registration number insert it here e.g. company registration number]
Country of residence:	[insert country where you (if you are a sole trader) or your organisation is resident for tax purposes]
TIN number (if registered in Fiji):	[TIN Number / if overseas please state]

## Our Point of Contact

Item	Detail
Contact person:	[name of the person responsible for communicating with the Fiji Airports]
Position:	[job title or position]

Item	Detail
Phone number:	[landline]
Mobile number:	[mobile]
Email address:	[work email]

## 2. Response to the Requirements



### Respondent tips

- In this section you are asked to provide your response to our Requirements (RFT Section 2) by demonstrating your organisation’s ability to meet our criteria (RFT Section 3: Our Evaluation Approach). Carefully read RFT Sections 2 and 3 before completing this part.
- If there is anything that you do not understand ask our Point of Contact to clarify.
- If any information you provide is commercially sensitive to your organisation you must let the Fiji Airports know. Please mark the information ‘commercially sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. The Fiji Airports has a duty to protect Confidential Information subject to the exceptions in the RFT-Terms (Section 6).
- If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into the Tender. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Tender.
- You may include information not specifically requested by us in your Tender. But only if it adds value and is relevant to the Requirements.

### Preconditions

Each Tender must meet all of the following pre-conditions. Tenders which fail to meet one or more will be eliminated from further consideration. Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting a Tender.

1	Pre-conditions for Tender Response
a.	For those firm’s registered in Fiji – Have current FRCS and FNPF compliance certificates. <b>Attach copy of FRCS and FNPF compliance certificates.</b> [insert your answer here]
b.	To hold a minimum \$1 million dollars FJD in Public Liability Insurance. <b>Attach copy of insurance.</b> [insert your answer here]
c.	Must have valid registration and must have been established for not less than 3 years from the date of the tender advertisement. <b>Attach a copy of business registration.</b> [insert your answer here]

## Questions relating to the evaluation criteria.



### Respondent tips

- Here you are asked to answer questions relating to the evaluation criteria. Your Tender will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
- Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
- If you have made any assumption about the Requirements or delivery, clearly state the assumption.
- There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.

1. Fit for purpose / proposed solution	Weighting 30%
1a. Explain how your civil works proposal meets or exceed our Requirements.	
[insert your answer here or attach]	
1b. Detail your methodology for executing the contract works.	
[insert your answer here or attach]	
1c. Describe all significant risks associated with your solution and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen).	
[insert your answer here]	
1d. Has the tenderer inspected the site prior to submitting the tender?	
[insert your answer here]	

2. Capability of the Respondent to deliver	Weighting 30%
2a. Demonstrated experience in similar projects and attach previous project references.	
[insert your answer here]	
2b. Provide work programme and advise of any risks to this program.	
[insert your answer here]	



2c. Provide CVs of key personnel and details of staffs with applicable experience allocated to this project.

[insert your answer here]

**3. Adequacy of Management Systems**

**Weighting 10%**

3a Provide Contractor's Environment Management Plan.

[insert your answer here]

3b Provide Contractor's Quality Management Plan.

[insert your answer here]

3c Provide Contractor's Health & Safety Management Plan.

[insert your answer here]

## **Assumptions**

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

### 3. Price



**Respondent tips**

- In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Requirements.
- Fiji Airports will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Offered Price and Pricing Requirements. The Fiji Airports reserves the right to reject any Offer that does not properly address and satisfy any of the Offered Price and Pricing Requirements.

#### Price as a weighted criterion

Please submit your financial information and pricing using the following pricing schedule. The Schedule may be used for the purpose of progress claim assessment and as a basis for negotiations for variations under the contract. The Respondent shall be responsible for the completion of all contract activities and this Schedule shall not restrict completion. This Schedule shall be read in conjunction with all other parts of the contract and is a summary of the values as provided in the detailed Schedule of Price. Line items against which no amounts are stated, whether quantities or rates are given or not, shall be regarded as covered by other line items in the Schedule of Price.

This is a Schedule of Rates/ Measure and Value Contract. Rates and prices include for supply, installation, testing, commissioning, training, materials (temporary and permanent), testing, field trials, and all other things necessary to fulfil the Contractors obligations under the Contract. All rates and prices indicated are to be fixed and firm (i.e. no rise and fall) for the duration of the project.

The extent of the Work will be in accordance with the technical specification requirements, Method of Works Plan, contract terms, Drawings, and the like.

The below table details the summary values of the Schedule of Prices document and details the tendered Contract Sum for the Contract.

ITEM	SUB-TOTAL EXCLUDING VAT
Preliminaries and General	
Transmitter Mast	
Glide Path Mast	
Receiver Mast	
Localizer Mast	

ITEM	SUB-TOTAL EXCLUDING VAT
Total VEP	

*Include the excel detailed scheduled of rates spreadsheet in your tender response.*

### **Assumptions**

Please state any assumptions that you have made in relation to the cost and pricing information.

# 4. Proposed Contract/Commercial Position



**Supplier tips**

- In the RFT Section 5 and Appendix E we have detailed the terms and conditions of our Proposed Contract. We need to know whether or not you are prepared to do business based on the Proposed Contract.
- If you have any points that you wish to make about the Proposed Contract this is where you tell us. Note below any suggestions or changes you wish to propose.
- It is important that, if asked, you are able to explain why your changes are important to you.
- In deciding which Respondent/s to shortlist the Fiji Airports will take into account each Respondent's willingness to meet the Proposed Contract terms and conditions.

Please note that Fiji Airports reserves the right to potentially invalidate a tender where the commercial concerns as listed significantly change or invalidate the proposed contract terms. The Respondent should provide proposed solutions that recognise the contractual intent.

Choose one and delete the other:

Having read and understood the Proposed Contract, in the RFT Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Fiji Airports following negotiations. OR

Having read and understood the Proposed Contract, in the RFT Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

Proposed Contract/Commercial Position		Weighting 10%
Clause	Concern	Proposed solution
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]

## 5. Referees



### Supplier tips

- Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e. not a friend or family member.
- The best referees are those for whom you have recently delivered similar goods or services.
- Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.

Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Tender. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Second referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Please contact me before you approach a referee for a reference	Yes/Not required
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## 6. Our declaration



### Supplier tips

- Here you are asked to answer questions and make a formal declaration.
- Remember to select 'agree' or 'disagree' at the end of each row. If you don't you will be deemed to have agreed.
- Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager.
- If you are submitting a joint or consortium Tender each Respondent (supplier involved in the joint or consortium Tender) must complete a separate declaration.

Respondent's declaration		
Topic	Declaration	Respondent's declaration
<b>RFT Process, Terms and Conditions:</b>	I/WE have read and fully understand the RFT, including the RFT Process, Terms and Conditions (shortened to RFT-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them.	[agree / disagree]
<b>Collection of further information:</b>	<p>The Respondent/s authorises the Fiji Airports to:</p> <ol style="list-style-type: none"> <li>collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>use such information in the evaluation of this Tender.</li> </ol> <p>The Respondent/s agrees that all such information will be confidential to the Fiji Airports.</p>	[agree / disagree]
<b>Requirements:</b>	I/we have read and fully understand the nature and extent of the Fiji Airport's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	[agree / disagree]
<b>Ethics:</b>	<p>In submitting this Tender the Respondent/s warrants that it:</p> <ol style="list-style-type: none"> <li>has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor</li> <li>has not directly or indirectly approached any representative of the Fiji Airports (other than</li> </ol>	[agree / disagree]

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the Point of Contact) to lobby or solicit information in relation to the RFT

- c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Fiji Airports.

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<b>Offer Validity Period:</b>	I/we confirm that this Tender, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	<b>[agree / disagree]</b>
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<b>Conflict of Interest declaration:</b>	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Tender, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFT process the Respondent/s will report it immediately to the Fiji Airport's Point of Contact.	<b>[agree / disagree]</b>
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**Details of Conflict of Interest:** [if you think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write 'not applicable'].

---

**DECLARATION**

**I/we declare that in submitting the Tender and this declaration:**

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Tender does not contain Intellectual Property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Tender, to make the statements and to provide the information in the Tender and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Tender may result in the Tender being eliminated from further participation in the RFT process and may be grounds for termination of any Contract awarded as a result of the RFT process.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

---

Signature:

Full name:

Title / position:

Name of organisation:

Date:

---



# MINOR WORKS CONTRACT AGREEMENT

## RADIO COMMUNICATION MAST FOUNDATION CONSTRUCTION WORKS – NADI AIRPORT

This Contract is made on the day of .....

Between:

**AIRPORTS FIJI LIMITED** having its principal office at:

AFL Compound

Namaka, Nadi

Fiji

Phone: +679 6725777 Fax. +679 6725161

(hereinafter referred as the "**Principal**")

And

**[Contractor]** having its principal office at:

Location

Phone: +679

(hereinafter referred as the "**Contractor**")

**Executed as an agreement.**

\_\_\_\_\_  
**SIGNED** by Airports Fiji Limited

\_\_\_\_\_  
**SIGNED** by the Contractor

Name:

Name:

**Nature of Contract:** Measure and value Contract

**Description of the Works:** Supply all resources (machinery, materials and personnel) with necessary expertise to complete the Optical Fibre Communication Network – Wireless Radio Link Foundation Construction works at Nadi International Airport.

**Superintendent:** Nitesh Singh of Air Navigation Engineering Department or other person as nominated by the CEO of Airports Fiji Limited.

**Site Location:** Nadi International Airport Airside.

**Design:** Not applicable.

**Warranties:** Not applicable.

**Design Responsibility:** Not applicable.

**Time for Execution:**

Date for Commencement:

Date for Completion:

Contract Duration:

**Liquidated Damages:** FJ\$200 per working day.

**Insurance**

Public Liability Insurance: FJ\$ 1 million Dollars.

**Contract Sum: FJ\$**

**Defects Liability Period:** 6 months from the date of completion.

**Payment**

Payments will be made progressively, upon assessment of the value of works completed on site.

No upfront payment.

Progress claims to be submitted by 23<sup>rd</sup> of each month or upon completion of works.

**Security:** Retention of 10% of each progress payment of the Contract Sum.

Security to be released: 50% at the Date of Completion and 100% within 14 days of expiration of the Defects Liability Period

**Governing Law:** Fiji Islands

**Special Conditions:** refer to item # 20

**Contract Documents:** The Contract is comprised of the following documents.

- a) This Contract Agreement;
- b) Schedule 1: Conditions of Contract;
- c) Schedule 2: Schedule of Price;
- d) Schedule 3: Scope of work and Specifications;
- e) Schedule 4: Contractor's tender response and post tender correspondence;

- f) Schedule 5: Operational Specifications.

## **SCHEDULE 1 - Conditions of Contract**

### **1. NATURE OF CONTRACT**

- a) This Contract contains the entire agreement between parties relating to the Works. Any other term, condition, or requirement of the Contractor relating to the Works is withdrawn.
- b) The Contractor bears all risks and costs (whether ascertainable at the date of this Contract or not) arising out of or in connection with the performance of the Works. The Contractor becomes responsible for any incorrect or insufficient information given to him by any person whether or not in the employment of the Principal or as the Principal's agent. This includes all necessary design development and coordination with the existing conditions and between design disciplines.
- c) The parties agree that the contract sum is a guaranteed maximum price and that the Contractor acknowledges he has taken all risks and responsibilities associated with the completion of the project.

### **2. WORKS**

The Contractor shall complete the Works:

- a) in a proper and workman like manner in accordance with Principal's directions and this Contract, including the Special Conditions, if any; and
- b) so that the Works are fit for their intended purpose.

### **3. COMMENCEMENT AND COMPLETION**

- a) The Contractor shall commence the Works by the Date for Commencement and regularly and diligently continue with the Works so that they are completed by the Date for Completion.
- b) The Principal shall grant an extension of time for completion of the Contract works or for any Separable portion if the Contractor is fairly entitled to an extension by the reason of:
  - i. Any significant variation in Contract works; or
  - ii. Weather sufficiently inclement to interfere with the progress of works; or
  - iii. Any delays attributable to the Principal or Principal's personnel on site; or
  - iv. Any circumstances not reasonably foreseeable by an experienced Contractor at the time of tendering and not due to the fault of the Contractor.
- c) If the Contractor does not notify Principal in writing within 5 days that it claims an extension of time and states the grounds for the extension, the Contractor shall not be entitled to claim an extension of time of the Date for Completion.
- d) The Contractor shall not be entitled to compensation for any extension of time granted by the Principal.

- e) The Principal may from time to time unilaterally extend the Date for Commencement or the Date for Completion for any reason at its absolute discretion.
- f) If the Contractor fails to complete the Works by the Date for Completion, the Contractor shall pay the Principal liquidated damages calculated in accordance with the Schedule for each day after the Date for Completion that the Works remain incomplete.

### **4. EXECUTION OF THE WORKS**

The Contractor shall:

- a) promptly inform the Principal if any information or document provided by the Principal contains any ambiguity or inaccuracy;
- b) regularly consult with the Principal regarding the execution of the Works;
- c) fully co-operate with, and co-ordinate its work with the work of, the Principal, its other contractors and agents. Any work on Site shall be executed during ordinary Site working hours;
- d) ensure that each person who performs the Works:
  - i) holds all appropriate licenses and certificates;
  - ii) is experienced, competent and qualified; and
  - iii) complies with the Principal's Site requirements, including without limitation those relating to industrial relations, safety, site induction, environmental, and community relations.
- e) keep the Works clean and tidy as they proceed and on completion remove all its plant and equipment and leave the Works ready for immediate use or occupation;
- f) remove from the Works any person who in the opinion of the Principal is incompetent or misconducts themselves;
- g) do all things necessary and incidental for the proper execution of Works;
- h) at its cost comply with the Principal's directions with regard to testing and inspection of the Works.
  - i) Any comment, approval, consent or direction by the Principal shall not relieve the Contractor from, or on any way diminish or affect, the Contractors' obligations under this Contract.

### **5. REGULATIONS**

- a) The Contractor shall give all notices, pay all fees, and obtain all licenses required for the execution of the Works.
- b) The Contractor shall ensure that the Works, and the execution of the Works, comply with:
  - i) all requirements of this Contract, the Fiji National Building Code, applicable standards, laws, regulations, by-laws and codes of practice;
  - ii) the requirements of all government, statutory, and regulatory authorities or bodies having jurisdiction with respect to the Works.

## 6. PLANT AND EQUIPMENT

- a) The Contractor shall be responsible for the care of its plant and equipment. The Principal shall have no liability for any loss of, or damage to, the Contractor's plant and equipment.
- b) To the extent permitted by law, no representation, warranty or other liability on the part of the Principal shall be implied or created as to the condition or suitability of any plant or equipment made available to the Contractor by the Principal.
- c) The Contractor uses such plant and equipment entirely at its own risk.

## 7. VARIATIONS

- a) The Contractor shall vary the order, timing or scope of the Works (including by omission) as required by the Principal, but shall not be entitled to claim payment for any variation not directed by the Principal in writing.
- b) The Contractor agrees and accepts that the ability to claim and be paid for a variation under this contract is limited to 'significant variations'. Significant variations are defined as substantial change in the scope of the contract.
- c) The price of any 'significant variation' shall be added to or deducted from the Contract Sum. Should the parties not agree on the price for a variation within 7 days of a variation direction, the Principal shall determine a reasonable rate or price for the variation or, at its option, the Principal may have the variation carried out by others.

## 8. DEFECTS

The Contractor shall maintain the Works until completion and thereafter make good all defects or omissions in the Works prior to the expiration of Defect Liability Period. The Principal may use any Security to make good any defects if the Contractor does not do so within the time required by the Principal.

## 9. INDEMNITY/INSURANCE

- a) The Contractor shall indemnify the Principal against any liability, cost, loss, expense, damage or claim (including without limitation for death or personal injury) caused by the act, default or omission of the Contractor, its employees, contractors or agents.
- b) Before commencing the Works, the Contractor shall, until completion of the work under the Contract, effect and maintain insurance against liability for death of, or injury to, persons employed by the Contractor including liability at common law and under statute.
- c) The Contractor shall ensure that each of its Contractors is similarly insured; and for death of, or injury to any person, and loss of, or damage to, property of 3rd persons.
- d) The insurance shall:
  - i) be for an amount not less than the sum stated in the Schedule;

- ii) be in the joint names of the Principal and the Contractor;
- iii) include a cross liability clause in which the insurer agrees to waive all rights of subrogation or action against any of the persons comprising the insured.
- e) The Contractor shall give the Principal evidence that all insurances have been effected and that they are current from time to time.
- f) If stated in the Schedule, the Principal shall effect contract works insurance but any claim by the Contractor shall be subject to the Contractor first paying to the Principal the excess stated in the Schedule.

## 10. PAYMENT

- a) When required by the Schedule, the Contractor shall submit progress claims in a form acceptable to the Principal.
- b) The Principal shall pay the Contractor the Contract Sum by way of progress payments in accordance with the Schedule.

The Contract Sum shall not be subject to rise and fall. Any payment shall be on account only.
- c) The payment method shall be by electronic funds transfer (EFT) to the Contractors nominated bank account. The Contractor must provide their BSB and account details in writing to facilitate payment. No cheques for payment will be issued by the Principal.
- d) The Principal may retain as Security moneys becoming due under this Contract in accordance with the Schedule or the Contractor may provide a bank guarantee for the amount included in the Schedule in a form acceptable to the Principal.

Security held by the Principal shall be released in accordance with the Schedule.
- e) As a condition precedent to any obligation on the Principal to make any payment to the Contractor on any account, the Contractor must not have breached this Contract and must give the Principal a statutory declaration in a form provided by the Principal (as that form may be amended at any time by the Principal to reflect changes in legislation after the date of the Contract) and evidence satisfactory to the Principal that:
  - i) the insurances required by this Contract have been effected and maintained;
  - ii) the Contractor has satisfied all of its statutory obligations with respect to the execution of the Works.
- f) The Principal may deduct from any moneys payable to the Contractor any moneys that are or may become payable by the Contractor to the Principal.
- g) As a condition precedent to final payment the Contractor shall provide to the Principal an executed release in a form acceptable to the Principal.

## 11. NOTICES

Any notice to be given under or in connection with this Contract shall be in writing and delivered by

hand, post, facsimile or email at the address for the recipient stated above.

## 12. SUB-CONTRACTING

The Contractor shall not:

- a) assign, charge or encumber this Contract, or any interest in it; or
- b) sub-Contract the whole or any part of it, without the written consent of the Principal.

## 13. DEFAULT

a) The Principal may by notice terminate this Contract if, in the reasonable opinion of the Principal, the Contractor:

- i) becomes insolvent;
- ii) fails to proceed with the Works in a regular and diligent or in a competent manner;
- iii) shall not complete the Works by the Date for Completion; or
- iv) commits any breach of this Contract.

b) If the Principal so terminates this Contract, the Principal shall only be liable to pay the Contractor for work already carried out by the Contractor, less any cost, loss expense or damage the Principal has or is likely to incur as a result of the Contractor's breach.

The Contractor shall not be entitled to claim any consequential loss or damage, including without limitation loss of profits or loss of opportunity.

c) Termination shall not prejudice any right of the Principal to recover from the Contractor damages for any breach of this Contract.

## 15. GOVERNING LAW

This Contract is subject to the laws of Fiji Islands.

## 16. TAX INVOICES

(a) Terms defined in the VAT Act have the same meaning in this subclause 10 unless provided otherwise.

(b) The contract sum is, inclusive of all expenses of the Contractor, insurance, duties, imposts and taxes and VAT. All such expenses, insurance, duties, imposts and taxes shall be paid by the Contractor.

(c) The Contractor warrants that it is, and will remain registered for the purposes of Parts 2-5 of the VAT Act.

(d) If the Principal becomes entitled to any payment by reason of reimbursement, indemnity or compensation by the Contractor, then such payment by the Contractor should exclude VAT to the extent that the Principal can claim an input tax credit on the reimbursed, indemnified or compensated amount.

(A tax invoice submitted under clause 37.2 must set out:

- i..the Contractor's Tax Identification Number;
- ii..the amount claimed by the Contractor and the basis for calculation of that amount;
- iii..the amount of any VAT paid or payable by the Contractor with respect to the amount claimed;

- iv..the Contractor's address for payment; and
- v..the Principal's Tax Identification Number.

(e) If a tax invoice does not include the details described above then the claim is not, for the purpose of this Contract, a claim for payment. The date of receipt of a claim for payment is taken to be the later of the date of the receipt of a compliant tax invoice or the date of receipt of the last of the details described above.

(f) If there is an Adjustment Event in relation to a Supply which results in the amount of VAT on the Supply being less than the amount in respect of which VAT was charged or recovered by the Contractor then the Contractor shall refund to the Principal the amount by which the VAT charged or recovered exceeds the adjusted VAT on the Supply. The amount of the refund is a debt due and payable by the Contractor to the Principal.

## 17. LIABILITY

The Principal shall not be liable for, and is released from, any claims of any nature not notified to it in writing within 14 days of the occurrence of the event or circumstance giving rise to the claim, together with full particulars of the claim.

Upon the Contractor accepting the final payment from the Principal, the Contractor releases and discharges the Principal from any and all claims, demands, liability and causes of action which the Contractor has or may have under or relating to this Contract. Such release shall be provided by the Contractor to the Principal in a form acceptable to the Principal.

A party's liability for loss or damages for breach of this Contract shall be reduced to the extent that an act or omission of the other party, its employees or agents contributed to the loss or damage.

## 18. DISPUTES

A party claiming that a dispute has arisen out of, or in connection with, or relating to this Contract or the Works shall notify the other party in writing specifying in detail the dispute and its claim. Within 14 days of receipt of that notice, senior managers of the parties shall meet and negotiate in good faith in an attempt to resolve the dispute.

If the dispute is not resolved within 28 days of the receipt of the notice a party may institute legal proceedings with respect to the dispute; provided that it first lodges with the other party 10% of the amount in dispute to be held on trust as security for costs.

## 19. Industrial Matters

The Contractor must manage all industrial relations matters concerning the Works and is responsible to the Principal in respect of any industrial disputes arising out of or in connection with the Contractor's performance of the Contract.

The Contractor has included in the Contract Sum for any costs to meet industry compliance and for the cost of any audit required by any independent auditing agency or Government department in respect to any records associated with the employment of labour. The Contractor warrants it has allowed for any cost or time impact connected with and shall have no Entitlement regarding a change at any time in the industry standard number of working hours per week. The Contractor is deemed to have allowed for any change to the conditions of employment which may become applicable in connection with the Works or the Contract.

**a) Industrial Disputes**

The Contractor shall at its own cost take all possible steps and measures to avoid, and to minimise the consequences of, industrial disputes that may or will impact on the Works or the

**b) Hiring and Dismissing Employees**

The Contractor shall not hire, terminate or retrench workers on or near the Site.

**c) Responsibility**

The Contractor shall be solely responsible for paying each employee, secondary Contractor and agent.

**20. SPECIAL CONDITIONS**

Refer to attached Special Conditions, if any, initialed by the parties.

**SITE ACCESS, WORKING HOURS AND NUISANCE CONTROL**

The site and the access roads to the site are surrounded by operating areas and in airside. Therefore controls are necessary to minimise the disruption and nuisance effects to these operations caused by the works covered by this contract.

This is a high risk security operational area; working hours shall be after the last flight of the day and 90mins before the first flight of the following day. The removed materials are to be taken from site after every shift to prevent risk of Foreign Object Debris (FOD) on the runway.

Pneumatic demolition tools and the likes shall not be used without the Superintendent's approval, which approval shall not be unreasonably withheld.

Contractor can use Airports Fiji Limited's temporary water and electricity during the execution and completion of works under the contract.

**CONSTRUCTION SITE AREA:**

The Contractor's activities and all the Contractor's and Subcontractor's employees concerned with the construction of the Works shall be restricted within the site area.

**PROTECTION OF WORK & HANDOVER:**

The Contractor shall take all precautions necessary to protect finished surfaces from damage, disfigurement or distortion and will be responsible for the cost of restoring any surface harmfully affected.





## Fiji Airports Supplier Code of Conduct

Fiji Airports expects its supplier of products and services (Suppliers) to be good corporate citizens and conduct their businesses in environmentally responsible ways.

More particularly, Fiji Airports expects its Suppliers to:

### **Ethical behaviour**

- manage their activities and affairs, and conduct themselves, with integrity in accordance with applicable laws, regulations and ethical standards
- not engage in any form of corruption
- be transparent about their ethical policies and practices

### **Labour and human rights**

- adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain.
- comply with Fiji employment standards and maintain a workplace that is free from unlawful discrimination.

### **Health, safety and security**

- comply with workplace health and safety laws and regulations and maintain healthy and safe work environments
- comply with any security requirements notified to them by Fiji Airports.
- adequately protect any information, assets, tools and materials provided by Fiji Airports and return these promptly when requested

### **Environmental sustainability**

- conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on, and protection of, the environment
- work to improve their environmental sustainability and reduce their environmental impacts

### **Corporate social responsibility**

- pay their subcontractors promptly
- consider including local businesses to deliver the contract.



# Operational Specification

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## AIRPORT CONSTRUCTION WORKS

COMMERCIAL IN CONFIDENCE

This document contains information that is Commercial in Confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.

### Document Amendment Record

Date	Revision #	Prepared by:
3 <sup>rd</sup> June 2017	2	David Crute
23 June 2019	3	David Crute
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## 1 RELATED DOCUMENTS

This document should be read in conjunction with the Contract and the following referenced documents:

- 1.1.1 FA Airside Operation Manual
- 1.1.2 Emergency Response Procedure for the applicable Airport
- 1.1.3 FA OH&S Manual 4<sup>th</sup> Edition

## 2 DOCUMENT OBJECTIVES

2.1.1 This document provides guidance to the Contractor on the airport's operational requirements during the construction of works on Projects for Fiji Airports. Airports Fiji Limited trade as Fiji Airports (and referenced by the abbreviation FA in this document).

2.1.2 The following requirements are minimum requirements with which the Contractor shall comply. They do not limit the responsibilities or statutory compliance requirements of the Contractor under the contract.

2.1.3 The objectives of this specification are to:

2.1.3.1 ensure that construction is undertaken in a safe and environmentally acceptable fashion;

2.1.3.2 protect the current environment of the Airport;

2.1.3.3 minimize the disruption to the airport operations during construction;

2.1.3.4 ensure compliance with all relevant legislation, codes and regulations;

2.1.3.5 minimize the risks and nuisances associated with construction activities;

2.1.3.6 ensure that measures are in place to avoid, remedy or mitigate any adverse environmental or safety effects which may occur, and

2.1.3.7 maintain OHS&E best practice on site.

2.1.3.8 assist with the effective contract administration of the project.

2.1.3.9 Ensure that completed documentation as provided under this engagement is fit for purpose.

### 3 OPERATIONAL REQUIREMENTS

#### 3.1 EXAMINATION OF THE SITE

3.1.1 The Contractor acknowledges that prior to entering into the Contract it has made a careful and complete examination and assessment of:

- (a) the Site on, under or in which any part of the Works are to be constructed or which is to be utilised in the performance of the work under the Contract, and all physical conditions above or below the surface or adjacent to the Site including any fixture structure or services all of which are accepted by the Contractor in their respective state and condition;
- (b) hydrological and climatic conditions;
- (c) any information made available to it by the FA, including all information relating to asbestos, contamination and other environmental issues at the Site;
- (d) the nature and extent of the difficulties, risks and hazards incidental to the performance of the work under the Contract including, prior works, existing structures, materials and conditions;
- (e) the extent and nature of work and materials necessary for the performance of the work under the Contract;
- (f) the means of accessing the Site; and
- (g) without limiting paragraphs (a) to (f), anything else which the Contractor could have discovered by the making of enquiries which a competent Contractor could have made.

#### 3.2 PRIOR WORK

3.2.1 Where the proper execution of the Contractor's Activities is dependent upon or appreciably affected by the quality or completeness of any work to be carried out or that has been carried out by any other person ("**Prior Work**") the Contractor must:

3.2.1.1 inspect the Prior Work as soon as is practicable after FA gives the Contractor access to the Site;

3.2.1.2 if it discovers any defects or matters in or connected with the Prior Work which in its opinion renders or is likely to render the Prior Work unsuitable, unsatisfactory or detrimental in any way to the proper execution of the Contractor's Activities, immediately notify the FA in writing providing:

- full particulars of the defects or matters identified; and
- the reasons for the opinion formed by it in respect to the defects or matters identified; and
- The recommended Temporary works or rectifications required to mitigate or remove the impediment.

- not commence or continue with the execution of any part of the Contractor's Activities dependent upon or appreciably affected by the Prior Work the subject of the notice.

3.2.1.3 On receipt of the Contractor's notice, the FA will investigate the Prior Work the subject of the notice and:

3.2.1.4 if the FA agrees with the Contractor - issue a direction and the Contractor shall be entitled to a claim in accordance with the provisions of the contract; or

3.2.1.5 if the FA disagrees with the Contractor - issue an instruction to the Contractor to commence or continue with the Contractor's Activities which instruction may be the subject of claim or dispute pursuant in accordance with the provisions of the contract.

3.3.1 If the Contractor fails to:

3.3.1.1 inspect the Prior Work as required by this clause; or

3.3.2.2 notify the FA of any defects or matters which should have been detected at the time of such inspection by a prudent, competent and experienced contractor and which may render the Prior Work unsuitable, unsatisfactory or detrimental in any way for the proper execution of the Contractor's Activities, and the Prior Work subsequently proves to be unsatisfactory for the proper execution of the Contractor's Activities, then any work which is required to be executed in order to render the Prior Work suitable, satisfactory and non-detrimental for the proper execution of the Contractor's Activities will be performed by the Contractor at its own expense.

3.3.2.3 Notify the FA of any defects or matters which could not have been detected at the time of such inspection by a prudent, competent and experienced Contractor and which may render the Prior Work unsuitable unsatisfactory or detrimental in any way for the proper execution of the Contractor's Activities, and the Prior Work subsequently proves to be unsatisfactory for the prior execution of the Contractor's Activities, then any work which is required to be executed in order to render the Prior Work suitable, satisfactory and non-detrimental for the proper execution of the Contractor's Activities will be claimable in accordance with the provisions of the Contract.

### **3.3 JOINING UP**

3.3.1 Where the method of joining up of old and new work is not specified, the cutting away and joining up must be carried out by the Contractor in a manner approved by the FA and made good in all trades to match existing adjacent work to the extent reasonably practicable.

### **3.4 PROJECT MEETINGS**

The Contractor must ensure that its personnel attend meetings as directed by the FA which may take place either at the Site or at any other place nominated by the FA acting reasonably. The Contractor shall at its cost ensure that such of its representatives as the FA may nominate attend any such meetings.

#### **3.4.1 PRE-START MEETING**

3.4.1.1 The Parties shall prior to commencing any of the Construction works on Site, attend a pre-start meeting to be held at the address and time mutually agreed. The meeting shall address the following matters:

- 3.4.1.2 construction and site specific issues;
- 3.4.1.3 lines of communication and authority levels;
- 3.4.1.4 possession of Site;
- 3.4.1.5 frequency and venue of Site Meetings;
- 3.4.1.6 Progress Claims and Progress Payments/Certificates;
- 3.4.1.7 working hours;
- 3.4.1.8 safety requirements;
- 3.4.1.9 insurance;
- 3.4.1.10 scope of works;
- 3.4.1.11 critical path and construction programs;
- 3.4.1.12 security;
- 3.4.1.13 approvals; and
- 3.4.1.14 resources.
- 3.4.1.15 This Operational Specification and the related requirements

At the FA's reasonable discretion any other matters may be added to those listed in item 3.4.1.1.

### 3.4.2 SITE MEETINGS

3.4.2.1 At intervals not exceeding two (2) weeks a Site Meeting shall be held.

3.4.2.2 FA shall call each Site Meeting, nominating the date, time and place at which the Site Meeting shall be held and shall give at least two (2) working days' notice (or such lesser notice as may be agreed upon by the FA and the Contractor) to the Contractor.

3.4.2.3 The Contractor Administrator and the Contractor's nominated representative and such other personnel as either party may require and whose presence is approved by the FA shall attend each Site Meeting.

3.4.2.4 The FA or the Representative shall be the chairman of any Site Meeting.

3.4.2.5 The FA shall arrange for the recording of minutes. A copy of the minutes, signed by the FA, shall be delivered to the Contractor's site office within two (2) working days of the time of closing of the Site Meeting that they record. The Contractor shall give the FA a signed receipt for its copy of the minutes, on which shall be recorded the date and time of delivery.

3.4.2.6 If the Contractor disagrees with any section of the minutes it shall deliver its objections in writing to the FA's site office within two (2) working days of its receiving its copy of the minutes. The Contractor's refraining from delivering or failing to deliver such written objections within the time specified shall constitute the Contractor's agreement with the contents of the minutes.

3.4.2.7 A written objection by the Contractor to any section of the minutes, delivered as specified above, shall be the first item of business at the next succeeding Site Meeting unless the FA and the Contractor previously agree to an amendment to the minutes resulting from such objection, in which case that amendment shall be made to the original minutes and to the Contractor's copy and signed by the FA and the Contractor.

3.4.2.8 The minutes shall have been confirmed if, following the delivery of the Contractor's copy as specified above:

3.4.2.9 the Contractor has not delivered written objections within the time specified;

3.4.2.10 the Contractor has delivered written objections and the FA and the Contractor's nominated representative have agreed to an amendment to the minutes and it has been made and signed as specified, in which case the minutes as so amended shall have been confirmed; or

3.4.2.11 the Contractor has delivered written objections within the time specified but no amendment to the minutes has been agreed upon, in which case the minutes shall have been confirmed but the Contractor's objections shall form part of the minutes.



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### 3.5 VARIATION SUBMISSION REQUIREMENTS

If the Principal's Representative requests the Contractor to provide a quotation for a proposed Variation the Contractor shall at its cost provide a detailed quotation for the work within 5 working days:

- a) setting out a reasonable price for the Variation supported by detailed measurements or other evidence of cost;
- b) detailed breakdown of quantities and rates as applicable in an excel format to the approval of FA or based on FA's variation format.
- c) Rates shall be Gross rates (and include for any wastage associated with the trade) and quantities shall be Gross Rates (ie exclude any trade wastage).
- d) including the details of any delay costs.
- e) including the details of any Extension of Time the Contractor seeks in respect of the Variation (which shall be the maximum Extension of Time entitlement of the Contractor in respect of the Variation); and
- f) containing such other information as may be requested by the Principal's Representative.

In response to the quotation the Principal's Representative may:

- a) require the Contractor to carry out the Variation for the price contained in the quotation (and either grant the Extension of Time in the quotation or determine any Extension of Time in accordance with the Contract) except that the determination shall not in any event exceed the time contained in the Contractor's quotation. The Principal shall not be taken to have adopted the quotation unless the Principal's Representative has issued to the Contractor a notice entitled "Acceptance of Variation Quotation" which unconditionally accepts the quotation;
- b) (f) decline to proceed with the Variation; or
- c) (g) require the Contractor to carry out the Variation without accepting the quotation. In that event the Variation shall be valued and any Extension of Time dealt with under the terms of the Contract, except that the determination shall not in any event exceed the amount or time contained in the Contractor's quotation.

### 3.6 PROGRESS CLAIM SUBMISSION REQUIREMENTS

In addition to the terms as required by the Contract, the Contractor shall submit their progress claim in the excel format as provided by FA.

### 3.7 TRAINING AND INDUCTIONS

3.7.1 The Contractor shall ensure that all personnel on site (employees, subcontractors and suppliers) are competent to undertake work safely.

3.7.2 All personnel requiring airside access must undertake an FA approved course of instruction on the safety and security requirements. The Contractor must include the time and cost of such training within the Contract Sum.

3.7.3 All personnel on site must be inducted by the Contractor before entering site. Personnel will be issued an identity tag upon completion of the induction session which includes photographic identification, the staff name and contractor name. The induction session will cover specific site matters and general safety and environmental matters such as location of first aid shed, emergency procedures, site safety and environment rules etc. The Contractor shall include the cost of these items within the Contract Sum as required to enable the mobilization of the related subcontractors.

3.7.4 All visitors to site have to report to the site office before they may be allowed onto the site when under the constant supervision of another person who has already been inducted.

3.7.5 Unless otherwise determined by the Contractor, a maximum ratio of Visitors to inducted persons is 3:1.

3.7.6 Inducted persons must continually escort any visitor and take personal responsibility for the safety of the Visitor under their escort

3.7.7 Inductions shall be carried out by arrangement with the Contractor. The Contractor shall allow for the induction of FA staff and representatives as required within the Contract Sum.

### 3.8 OPERATIONAL AREAS

3.8.1 The operational areas on the construction site are access paths around the site. The operation of these areas will be under the direct control of FA. The storage of materials in these areas and the parking of vehicles will only be allowed with the express approval of the Contractor Administrator via a Traffic Management Plan

3.8.2 A current plan of these working areas will be maintained by the Contractor and distributed as required for the 'Site Construction Plan'. The plan will need to change to reflect the changes in contractors on site and progress in the development of the project. The changes to this plan shall be allowed for within the Management Fee.

3.8.3

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### 3.9 CONSTRUCTION METHOD STATEMENT AND MATERIALS

- 3.9.1 The Contractor shall prior to commencing work on the Site provide:
- a) a Site Construction Plan detailing hoardings, site fencing access locations and any pedestrian access ways.
  - b) Temporary works plan
  - c) Staging plans if applicable
  - d) OHS&E Plan including the emergency management plan
  - e) a complete, appropriate and competently prepared construction method statement for the work under the Contract. Until a method statement is received and approved by the FA, acting reasonably, the Contractor shall not commence that part of the Works and shall have no entitlement to payment in connection with the Contract; and
- (b) particulars of:
- (i) the mode and place of manufacture;
  - (ii) the source of supply;
  - (iii) performance capacities;
  - (iv) performance life and maintenance requirements; and
  - (v) other information,

in respect of any materials, machinery or equipment to be supplied by the Contractor under or used in connection with the work under the Contract.

### 3.10 ACCESS TO THE SITE

3.10.1 Site Access will vary according to the nature and location of the Contract. All onsite personnel will require security verification checks prior to commencing works and must wear their approved airport identity card at all times.

The Contractor acknowledges that others (including other Contractors) will be engaged upon the Site for the carrying out of work. The Contractor shall at its cost:

- (a) cooperate with others involved in the project in all aspects of carrying out the work under the Contract;
- (b) coordinate and accommodate the carrying out of the work under the Contract including the coordination of delivery and unloading of equipment with any work of others on the Site;
- (c) comply with any direction by the FA given for the purposes of Site co-ordination; and
- (d) not comply with any direction given by the Other Contractor, its agents or any consultant unless directed to do so by the FA.

3.10.2 All site deliveries should be coordinated and approved by the FA's representative and are subject to an approved traffic management plan where access is required to be restricted or impinged on any public space not fully enclosed by hoardings or where access to airside is required.

Access to Construction Work Sites

3.10.3 Access to the construction site may only be by persons authorised by the

Contractor.

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3.10.4 All visitors must report to the site office and be escorted on site by an inducted person.

3.10.5 A permit to work system shall be used across all trades and coordinated by the Contractor.

3.10.6 Construction works are in designated work areas (construction site). Construction personnel shall not enter any other area other than the designated area under construction without the express prior approval of the FA.

3.10.7 Works outside the designated work area under construction must only be undertaken after a permit to work has been approved by the Contractor and following prior coordination and approval of the FA. These areas therefore become the Contractor's responsibility upon issue of the permit.

3.10.8 Nominated access paths to Construction areas must be utilized.

3.10.9 Designated work areas will be defined via construction signage. Non-inducted airport staff shall not enter designated work areas without the prior approval of the Contractor.

3.10.10 The Contractor is to ensure that work areas will be defined via construction signage and hoardings/ barricades and safety tape as necessary to define a safe work area.

3.10.11 The Contractor is advised to review available access locations which may restrict materials delivery and movement.

3.10.12 The contractor shall ensure that no worker is allowed access to the construction site unless the worker is equipped the required personal protective equipment (PPE)

### **3.11 PERMIT-TO-WORK**

3.11.1 Permits are required where required in public or operational areas and prior to commencing works on any services and prior to any demolition (including drilling or cutting into existing structures) or excavation works. The requirement for Permits includes circumstances where any adjacent services that may be affected by the works (eg *due to the proximity of work to the adjacent service, or the high likelihood and /or consequence of impacting on the adjacent service if not isolated*).

3.11.2 All permits to work shall be controlled by the Contractor in association with FA where necessary.

3.11.3 The Contractor's representative is to make an application for a permit to work to the FA for access to an area or service. Such an application should reference work procedures, work method statements and specific risk assessments as necessary.

3.11.4 This application must be made at least 7 days prior to the expected commencement of works.

3.11.5 The FA may approve or reject the application and may require that works affecting existing services are completed outside normal working hours or within specified times.

3.11.6 The permit to work application will be forwarded to Spotless Services site contact to determine service locations and isolation procedures.

3.11.7 The FA to forward an approved permit to work to the Contractor's representative which may reference other conditions, times of work and work procedures that must be followed.

### **3.12 EXISTING SERVICES AND STRUCTURES**

3.12.1 Existing infrastructure records and information must not be taken to be complete nor accurate. The Contractor must carry out investigations to verify services locations prior to any excavations and prior to any work affecting existing services.

3.12.2 The Contractor must notify the FA immediately upon the discovery of services or obstructions not shown in Design Documentation or identified by inspection.

3.12.3 The Contractor must ensure and allow for suitable site investigations and dilapidation surveys are undertaken to verify the purpose, location, isolation point and affected users of any services to be relocated, disconnected or removed as a part of the Works.

3.12.4 The Contractor must immediately notify the FA in the event of damage to any water, gas, steam, compressed air, electric, drainage, sewerage, telephone, fire alarm, control cable or other services in the area. The Contractor must also repair, divert, relocate, cut, seal, disconnect or make safe as required by the relevant authority.

3.12.5 The Contractor must, with every care and skill, support and protect all structures, walls, fences and all services, property and existing landscaping which may, unless so protected, be damaged as a result of the execution of the Works and must comply with the reasonable requirements of FA, of relevant authorities and others controlling those structures, fences, services, landscaping and property for their protection from damage during construction or maintenance of the Works.

### **3.13 SAFETY REQUIREMENTS**

3.13.1 The Contractor is responsible for all activities involved in their respective contract. This will include all aspects of their OHS&E Plan. The Contractor and its subcontractors shall provide their own Work Method Statements and other OHS&E documentation in accordance with current legislative requirements and Codes of Practice as applicable..

3.13.2 The Contractor shall ensure that suitable work procedures are identified and risk assessments undertaken prior to the commencement of works.

3.13.3 The Construction works and the OHS&E documentation of the Contractor may be audited to ensure that adequate documentation is provided. An audit report will be produced following an audit.

3.13.4 The Contractor shall actively manage the safe conduct of all visitors and contractors on the worksite.

### **3.14 RECORD KEEPING**

3.14.1 The Contractor will retain current and accurate records of all matters relating to OH&S and the environment and shall as a minimum meet the requirements of this brief.

3.14.2 Before works commences the Contractor is to compile a project safety file and this file will be made available to the FA or alternative nominated representative for reference on site. The file is to contain:

3.14.2.1 Name of contractors and/or specialist contractors.

3.14.2.2 Description of work and scope.

3.14.2.3 Completed work method statements signed off.

3.14.2.4 Completed risk assessments signed off.

3.14.2.5 Nominated contractor personnel for site OH&S committee (health and safety representatives). These personnel will be required to attend a site safety meeting (health and safety committee meeting) every two weeks or as directed by FA staff and will need to meet the other obligations of health and safety representatives as stipulated under the Health and Safety at Work Act 1996 and associated regulations.

3.14.2.6 Details of existing safety training of nominated staff including Certificates of Competency and copy of current First Aid Certificate.

3.14.2.7 Plant and equipment register: Full listing of all plant and equipment on site including serial numbers, date inspected by required authority (e.g. Health and Safety Inspector, Transport Department etc), required date for re-inspection.

3.14.2.8 Material Safety Data Sheets should be provided for materials supplied to site.

3.14.3 During the course of the project, this file is to be updated as follows:

3.14.3.1 Inclusion of minutes of meeting of Contractor's site safety meeting;

3.14.3.2 Inclusion of additional work method statements and risk assessments for any new item of work. These are to be completed before commencement of works on site;

- 3.14.3.3 Plant and equipment register to be updated with dates of new equipment arriving and leaving site and dates of inspections;
  - 3.14.3.4 Forms as required under the Health and Safety at Work Act;
  - 3.14.3.5 Additional Material Safety Data Sheets as required and approved by FA;
  - 3.14.3.6 Earthworks permits issued including conditions and follow up inspections;
  - 3.14.3.7 Reports on the before and after condition of construction areas and yards;
  - 3.14.3.8 Register of dangerous and hazardous goods on site;
  - 3.14.3.9 Inspection Records;
  - 3.14.3.10 Monitoring results;
  - 3.14.3.11 Reports of any accidents or near miss incidents occurring during the construction process;
  - 3.14.3.12 Complaints and follow-up actions;
  - 3.14.3.13 Environmental Management and Monitoring Reports.
- 3.14.4 The Contractors project safety file may be audited by FA or its authorized consultant. The Contractor shall provide full and free cooperation and access to the Contractor Administrator or his nominated representatives to undertake an audit of the project safety file and the work site.
- 3.14.5 FA may direct that additional work method statements and or risk assessments are required.

### **3.15 HEALTH AND SAFETY REPRESENTATIVES**

- 3.15.1 The Contractor shall nominate a senior site person, with the current OHS qualifications under Health and Safety at Work Act, to be his or her safety representative. All safety issues shall be directed through this nominated person. This person shall have the authority of the company to act on all safety related matters pertaining to the contractor's works on site.
- 3.15.2 The Contractor's safety representative shall attend the site safety meetings and be required to attend training as required under the Act. They shall also act on all issues as directed by FA safety representatives on site. Acting on such issues is deemed to be included within the Contract Sum.
- 3.15.3 The contractor's OHS representative shall conduct the construction safety inspection at least once every 2 weeks and share the report accordingly with FA Project Manager.

### **3.16 SITE SAFETY MEETINGS**

3.16.1 The Contractor is required to hold a safety meeting with their personnel and subcontractors on a regular basis and a copy of the minutes of that meeting tabled at the site safety meeting, with copies included in the Contractors, project safety file.

### **3.17 UNSAFE WORK NOTICES**

3.17.1 FA may issue the Contractor with a written warning if personnel are acting in an unsafe manner.

3.17.2 Should the personnel continue to act in an unsafe manner, FA will have the power to expel the personnel from site.

3.17.3 Personnel expelled from site shall not re-enter site without the express written permission of the FA.

### **3.18 SAFETY AND ENVIRONMENTAL RELATED ISSUES**

3.18.1 The management and supervision of site safety and environmental issues shall be included in the Contract Sum Without limiting the previous statement, this includes:

3.18.1.1 Development and implementation of OHS&E plans and their revision as required.

3.18.1.2 Management of Subcontractor OHS&E issues, policies and procedures.

3.18.1.3 Direct supervision, coordination and management of connections to existing services and any 'permits to work' associated with existing airport infrastructure.

3.18.1.4 Compilation and updating of all items with the Contractor's project safety file (including the related activities).

3.18.1.5 Participation in site safety meetings and compilation of minutes, distribution and action on the issues as raised to ensure close out.

3.18.1.6 Participation in project audits, including audits and inspections by the office of the Safety & Risk Management and the actions necessary to close out any issues raised.

3.18.1.7 Internal Contractor audits and procedures.

3.18.1.8 Provision of First Aid facilities.

3.18.1.9 Provision of Fire protection within the Contractor's facilities.



3.18.1.10 Provision of adequate fire protection within construction areas as defined by the 'Site Construction Plan' and any other area as defined as the Contractor's responsibility by issue of a permit or otherwise.

3.18.2 The implementation of the OHS&E Plans related to the actual deliverables shall be in the Contract Sum and includes:

3.18.2.1 Barricades and fencing.

3.18.2.2 Environmental silt traps and similar actions.

3.18.2.3 Revegetation works.

3.18.2.4 Additional monitoring of environmental discharges.

3.18.3 The Contractor is not entitled to any claim for time related to any safety issue arising through the completion of their contract works.

3.18.4 Management of complaints or emergency response issues as detailed within this section.

3.18.5 Should the Contractor fail to comply with a safety instruction issued by FA (in addition to the other actions stated within this section and under legislation) will have the power to make the work site safe and deduct the costs of carrying out this work from the contractor's contract sum.

### **3.19 FIRST AID**

3.19.1 The Contractor shall ensure that adequate 1<sup>st</sup> aid facilities are provided on site and personnel appropriately trained in 1<sup>st</sup> aid / emergency response.

3.19.2 In the event of an emergency, the Contractor may contact FA for assistance and utilise the FA First Aid Room if available on the applicable site.

### **3.20 FIRE PROTECTION**

3.20.1 Hot work or works generating flame shall only be undertaken after a permit to work (hot work) has been received.

3.20.2 Adequate fire extinguishers shall be located within the construction area.

3.20.3 The Contractor shall nominate Fire Wardens as necessary.

3.20.4 Refer also the OHS&E Plan and the Site Safety Handbook.

### **3.21 ENVIRONMENTAL ISSUES**

3.21.1 The following environmental issues need to be considered:

3.21.1.1 protection of the off-site environment by minimising the risk of contaminants being released from the site, particularly entering waters, stormwater drains or drainage channels;

3.21.1.2 ensuring that all work is carried out safely without risk of injury to contractors or FA personnel, other airport staff and passengers;

3.21.1.3 ensuring that the impact from construction on the normal operation of the airport is minimised;

3.21.1.4 Adopting strict control over noise, dust and fume emissions;

3.21.1.5 minimising the amount of waste brought to the site or generated during the construction process;

3.21.1.6 ensuring that no burning occurs on site ;

### **3.22 VEGETATION**

3.22.1 The Contractor will ensure that only clearing that is necessary, to make way for the actual infrastructure, will be undertaken. Where possible, trees and shrubs will not be damaged or destroyed. The Contractor will be responsible for ensuring the protection of vegetation in their contract areas and yards and not introduce weeds to the area.

### **3.23 WATER**

3.23.1 Any water required during the construction program will be accessed from the existing water supply system and shall only be provided subject to the usage not affecting the existing supplies onsite.

3.23.2 Construction water for civil works and dust control shall be sourced offsite.

### **3.24 RUBBISH DISPOSAL**

3.24.1 Good Housekeeping will be a priority of all contractors on the construction site. Failing to maintain a clean site shall be viewed as a breach of site safety requirements.

3.24.2 Rubbish and construction debris during construction works shall be disposed into construction site skips located outside the building within the construction areas provided by the Contractor.

3.24.3 Recycling of construction waste where possible and appropriate shall be encouraged.

3.24.4 Hazardous materials will be disposed at authorized disposal location offsite as approved by the relevant authorities.

3.24.5 Debris control will involve good housekeeping to the construction site, vehicle wash-down as necessary and the proper securing of loads on vehicles.

3.24.6 The Contractor will ensure procedures are in place in respect of the monitoring and maintenance of its responsibility with regards to the prevention of Foreign Object Debris/Damage (FOD). Refer to the Nadi Airport Airside Operations Manual for detailed information.

3.24.7 As a minimum, all general waste generated by the contractor during the construction works shall be disposed accordingly in line with Fiji Waste Management Regulation.

### **3.25 NOISE**

3.25.1 The Contractor will ensure their equipment is kept in good working order to ensure that noise emissions are kept to a minimum to avoid causing a nuisance. Any work or combination of work that results in unreasonable noise, i.e. over 80 decibels shall be conducted outside of operational airport hours, i.e. 23:00 to 04:00.

3.25.2 Where a person may be exposed to excessive noise, hearing attenuation / protection shall be worn by all personnel working in the area at the time.

### **3.26 HAZARDOUS MATERIALS AND DANGEROUS GOODS AND HAZARDS EXISTING ONSITE**

3.26.1 The following hazards are present on site:

3.26.1.1 Aviation fuelling and fuelling points

3.26.1.2 Dangerous chemicals



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3.26.1.3 Dangerous gases

3.26.1.4 Fuel containers

### 3.27 ASBESTOS

3.27.1 The permit to work system is required to mitigate against the risk of exposure to these dangers. The permits as issued may include additional work procedures to ensure that personnel are not exposed to the dangers provided by these hazards.

3.27.2 Prior to the commencement of construction works in an area FA shall provide a Clearance Certificate to certify that all known Hazardous materials have been removed (excluding asbestos in existing facilities, refer to the FA Asbestos register).

3.27.3 In the course of construction it may be necessary to enter operational areas to isolate or modify services. These works shall be subject to a separate permit as detailed in the following section Permit-To-Work.

3.27.4 If at any time the Contractor discovers the presence on the Site of any material suspected of containing or likely to contain a substance defined or listed in the National Occupation Health and Safety Commission's ("NOHSC") Guidance Notes (NOHSC 1008-2004: "Approved Criteria for Classifying Hazardous Substances" and NOHSC 10005-1999: "List of Designated Hazardous Substances"), it must:

3.27.4.1 not disturb the material under any circumstances;

3.27.4.2 contact the FA and inform the FA of the existence of the material on Site;  
and

3.27.4.3 ensure that all persons are protected from exposure to the material until the nature of the material has been competently determined.

3.27.5 FA must inspect the Site and must issue directions to the Contractor in respect of further action to be taken.

3.27.6 All such materials upon the Site must if so directed by the FA be treated or removed in accordance with the requirements of the New Zealand "Code of Practice" for the safe removal of such materials and any other local Statutory Requirement in Fiji that relate to the removal of such materials.

3.27.7 The Contractor's Activities include the removal of all material defined or listed in the NOHSC Guidance Notes (NOHSC 30011- 1991: "Determining and Classifying a Hazardous Substance") on the Site, including, without limitation, conducting any surveys necessary to determine the full extent of such material and any required monitoring during the removal of any such material.

### **3.28 HAZARDOUS MATERIALS AND DANGEROUS GOODS STORAGE AND HANDLING**

3.28.1 FA aims to ensure that its employees, other airport employees, passengers and others who may use or be affected by its facilities are not exposed to hazardous substances without appropriate control measures being in place.

3.28.2 Without limiting this section, the Contractor:

3.28.2.1 must ensure that the Works do not contain any hazardous substances in accordance with the Control of Hazardous Substances Regulations 2006

3.28.2.2 must, on request of the FA, be able to show compliance with the Control of Hazardous Substances Regulations 2006; and is responsible for all materials used by its subcontractors under this clause

3.28.3 The Contractor in the course of the contract will bring materials to site that are considered hazardous include those that are toxic, flammable, explosive or corrosive. These include the following:

3.28.3.1 Fuels - petrol, diesel, kerosene etc.

3.28.3.2 Oils, lubricants and hydraulic fluids

3.28.3.3 Paints

3.28.3.4 Thinners and solvents

3.28.3.5 Glues and adhesives

3.28.3.6 Acids and alkalines

3.28.3.7 Finishing compounds

3.28.3.8 Pesticides and herbicides

3.28.4 The Contractor will provide FA with the following information.

3.28.4.1 A list of the hazardous materials;

3.28.4.2 A copy of the relevant material safety data sheet (MSDS);

3.29.4.3 The intended use of the products;

3.28.4.4 Where and how the goods are to be stored;

3.28.4.5 The procedures for mixing and use of the substances;

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3.28.4.6 Spill response procedures;

3.28.4.7 Disposal procedures. 3.25.5 The Contractor and the FA may inspect contractors' yards and construction areas on a periodic basis to ensure that the contractors are using only approved hazardous materials and that they are being stored and handled in the approved manner.

3.28.6 The Contractor should only use products which are environmentally friendly and biodegradable unless there are no alternatives.

3.28.7 There will be no bulk storage of diesel or petrol on site. The largest amount of petrol or diesel supplies to be kept in a contractor's area shall be 40 litres of petrol and 200 litres of diesel. Where quantities in excess of this amount are required by contractors, for example to refuel large machinery, prior permission must be obtained from the Institute. This diesel and petrol shall be kept in areas that are bunded to ensure there is no potential for environmental contamination.

3.28.8 Any goods or substances, which may be potentially explosive or highly flammable, will need the written approval of the Contractor and FA before being brought on to site. The Contractor will need to provide the following information:

3.28.8.1 The need for the product;

3.28.8.2 How the product is to be stored and handled; and,

3.28.8.3 Evidence of compliance with the Health and Safety at Work Act.

### **3.29 ELECTRICITY**

3.29.1 Electricity is provided from Electricity Fiji Limited.

3.29.2 There is a back-up diesel generator for use in emergency power failure situations such as those arising after cyclones, this backup 'essential power' is not available for use by the Contractor. Note given the dual supply services isolations need to ensure that the backup supply is also isolated prior to commencing works.

3.29.3 FA may allow power use from the existing supply for contractors for use to operate machinery and equipment, and for use in contractor sheds and yards. This will be subject to verification and approval on power use, amount and the FA may decline the requested connection based on inadequate supply or potential disruption to services. The Contractor shall advise the Contractor Administrator of their wish to make a temporary connection with their requirements.

3.29.4 The Contractor will assist FA with its energy saving program by ensuring that all equipment is switched off as soon as the task is completed. All equipment will be turned off at the close of business each day unless it is necessary for safety reasons to

keep the equipment turned on. The Contractor is responsible for ensuring their employees and subcontractors comply with this requirement.

### **3.30 COMMUNICATIONS**

3.30.1 The Contractor will not use the airport's internal telephones except in cases of emergency.

3.30.2 There is mobile phone coverage using available networks.

### **3.31 STORAGE OF MATERIALS ON SITE**

3.31.1 The Contractor in consultation with FA shall nominate the locations of storage on site. This shall be documented in the 'Site Construction Plan'.

3.31.2 There is limited storage on site and contractors shall ensure that deliveries are staged to suit the progress of works on site.

3.31.3 The Contractor shall keep storage areas in these open-air locations tidy and clean.

3.31.4 Storage areas should be clearly barricaded with visible orange plastic mesh 1200mm high surrounding the designated storage area.

3.31.5 The Contractor is advised that if extensive undercover storage is required that they allow to provide their own shipping containers to serve this purpose.

### **3.32 EMERGENCY RESPONSE PLANS**

3.32.1 FA's Emergency Response Procedure.

3.32.1.1 The Contractor shall ensure all personnel onsite are to comply with the requirements of FA's Airport Emergency Response Procedure. The Contractor shall ensure the applicable requirements within FA's Emergency Response Procedure are incorporated within its own emergency response plans and any other relevant documentation.

The types of events, which have the potential to result in emergency action being required, are as follows:

- a) Cyclones
- b) Extreme rainfall events leading to possibility of flooding
- c) Prolonged dry periods
- d) Operational errors resulting in spillages or leaks to the environment
- e) Failure of equipment and infrastructure (e.g. pipes)
- f) Accidents.
- g) The potential environmental issues associated with these emergency events are as follows:
- h) discharge of contaminants to ground with the potential to enter the coastal waters



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- i) discharge of contaminants directly into coastal waters
  - j) fire threatening vegetation and buildings
  - k) accidents on approach roads to the airport or on any internal roads in the airport complex
  - l) dust emissions from site
  - m) noxious fumes emissions

To address the potential of these events occurring the Contractor will ensure that emergency response plans are prepared during mobilization and the emergency response equipment is available.

Prior to construction and during the Planning Phase, the Contractor shall prepare an evacuation plan for the Construction area and surrounding properties. This plan will conform to the Airport's Emergency Evacuation procedures, (refer to the relevant sections within FA's Emergency Response Procedures) Evacuation of the site may be required in the event of fire, discharges of noxious fumes or a cyclone.

The Contractor will install a siren on site for use to warn of emergencies. The Contractor will ensure all staff, contractors and their staff are aware of the emergency evacuation procedures.

#### Contacts

3.32.2 The Airport is manned at all times. In the event of an emergency the Contractor will contact the FA.. The Contractor should in their site specific OH&S plan detail these contacts as a part of their Emergency response procedure.

### **3.33 CONDUCT REQUIREMENTS OF CONTRACTOR PERSONNEL**

3.33.1 The Contractor shall ensure that all personnel onsite are to comply with the general requirements for the conduct of airport personnel, these are:

3.33.1.1 Fitness for work – Contractors are required to be fit for work and a policy of zero tolerance to drugs, kava and alcohol shall be enforced. Additionally, personnel may be subject to drug and alcohol testing.

3.33.1.2 The Contractor's and subcontractors employees and personnel are to be courteous to airport staff and passengers and ensure airport operations are not interrupted.

3.33.1.3 Offensive behaviour and harassment are not accepted under any circumstances. Personnel found undertaking offensive behaviour may be required to leave the property without delay.

3.33.1.4 All Contractor's and subcontractor's employees and personnel are expected to work in a safe manner. Failure to do so may result in their expulsion from site by the Contractor or FA.

3.33.1.5 The Contractor's and subcontractors employees and personnel must stay within nominated construction areas and not enter other areas of the airport without the express prior permission of FA.

3.33.1.6 The Contractor during the Planning Phase shall develop and receive approval of the FA representative of an induction process, which must comply with the site rules and induction guidelines as detailed within this brief and as advised by FA. The induction process shall as a minimum include:

- a) A written induction handbook that must be read and then signed by the staff undergoing induction.
- b) Cover the requirements for Safety and the Environment as detailed in this specification.
- c) Detail the site and its Amentias.

### **3.34 COMPLAINTS**

3.34.1 During the construction process it is possible that complaints will be made by both members of the public and airport personnel. The Contractor will refer any complaints received to the FA immediately.

3.34.2 The Contractor shall refer all complaints from the general public to the FA. Complaints from airport staff will be referred to the FA for resolution. Any complaints from staff will be discussed at the regular project team meetings with the group being advised on:

3.34.2.1 the nature of the complaint;

3.34.2.2 action taken to address the complaint; and

3.34.2.3 whether the staff member is satisfied with the response.

3.34.3 All complaints will be responded to within a reasonable time, with an oral response within 24 hours and, where necessary, a written response within 7 days.

## 4 TEMPORARY WORKS

### 4.1 PROJECT SIGNBOARD

- 1 The Contractor shall provide a project signboard in an approved location external to the site. The exact position is to be approved by FA..
- 2 Where not documented elsewhere Signage specifications are sign mounted 1500mm above ground level 2700mm high by 4800mm wide, professionally color printed UV stabilized PVC Billboard standard (contact Media Metro or alternative approved supplier). Graphics and layout are to be approved by FA prior to construction.
- 3 Engineering design of the signboard structure shall be provided by the Contractor to meet the wind loading requirements of the Fiji National Building Code.

### 4.2 SITE FENCING AND HOARDINGS

Prior to the commencement of any work, the Contractor shall erect a hoarding which completely surrounds and encapsulates the work site.

Where works are directly on an Airside Boundary the hoarding shall be a solid framed partition a minimum of 2.4m high framed and located such that no climbing from the inside of the construction site to airside is possible.

The hoarding shall be a secure structure capable of withstanding cyclonic wind forces (jet blast and prop wash as applicable) and shall be designed by an Engineer and be approved by FA.

Access gates of the same or similar solid construction shall be located in positions approved by the FA.

For any gate to Airside and for the operating hours of the site the Contractor shall be responsible for and shall allow for the staffing of an FA approved security guard.

The Contractor shall allow for any necessary relocation and reconstruction of the hoarding to maintain the site perimeter as a complete and contained site boundary.

Where the hoarding is located adjacent other tenancies the hoarding shall be full height, be dust proof and double lined both sides.

Site fencing where not on airside or facing airside and works remain 3 metres away from the airside boundary can be cyclone wire mesh at minimum of 2.1m high, include shade cloth to the facing and may be the proprietary relocatable fencing as detailed in the following image.



*Temporary site fencing*

Note this fencing is not appropriate for use airside. To assist in dust control during earthworks it is also necessary to include shade cloth on the fence line.

### **4.3 BARRICADES**

The Contractor is to ensure that work areas will be defined via construction signage and hoardings/ barricades and safety tape as necessary to define a safe work area.

### **4.4 TRAFFIC MANAGEMENT PLANS**

Traffic management plans, including traffic control are required for craneage, for all deliveries, concrete delivery and the concrete pumping trucks involving access to the airside of the terminal or where works will impact landside roads, pedestrian paths or car parks.

- a) All airside works require the provision of traffic management plans for all vehicle access.
- b) The Traffic Management Plan must be submitted to the FA a minimum of seven (7) days prior to the undertaking of the planned access provided. All investigations required to identify any flight that may be affected by the access time, must be completed prior to the submission of the Plan.
- c) Traffic will be required to be planned to avoid interrupting the planned aircraft schedules which may be amended from time to time.
- d) Upon receipt of a Plan, the FA will seek approval from the relevant stakeholders. Works are to be programmed to minimise disruption to the facilities operations particularly aircraft movement (and will require and include night and weekend access times).
- e) Any aspect of the plan may be rejected at the FA's discretion. If the Plan is rejected in part or whole, the Contractor is to revise and resubmit accordingly.
- f) The Contractor shall again reconfirm access times and requirements the working day prior to access with FA's representative.
- g) The Contractor shall have allowed for all necessary barricades, lighting, temporary signage and staffing (eg lollypop men) within the Contract Sum.

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#### 4.5 CUTOVER & DISASTER RECOVERY PLANS

All works within the existing Facility carry the risk of affecting the operations of the facility. To effectively manage the risk of interrupting the Airport's operations, a Cutover & Disaster Recovery Plan is to be developed whenever working in, around or with existing services. The objective of the Plan is to:

- a) Identify critical risk issues associated with the expansion, upgrade and integration of the existing services that will require effective management, including the possibility of an unplanned loss of service (this is to include all services that are not directly involved in the works that may be affected as a side-effect);
- b) Identify a project implementation program which schedules the project requirements in a logical order (including detailed timing);
- c) Detail the extent to which an additional system, required by the Contract, can be independently tested both off-site and on-site before any attempt is made to integrate and expand the existing services;
- d) Identify the source, operation/function and method of isolation of all services in and around the task that may be affected by the works;
- e) Detail the proposed cutover procedures for each sub-system to provide the necessary expansion/integration (step by step sequence of works);
- f) Detail the commissioning tests to be performed for the expanded/integrated systems and how those tests are to be performed with minimum disruption to operations (including all signoffs and ITPs required); and
- g) Clearly address the fall-back strategy (disaster recovery plan) for each sub-system in the event that :
  - h) the expansion/integration is not immediately successful, and/or another service has been inadvertently affected.

The Cutover and Disaster Recovery Plan must be submitted to the FA a minimum of seven (7) days prior to the undertaking of the task. All investigations required to identify any service that may be affected by the works, including its source, operation/function and method of isolation, must be completed prior to the submission of the Plan.

Upon receipt of a Plan, the FA will seek approval from the relevant stakeholders. Works are to be programmed to minimise disruption to the facilities operations (which may include night and weekend work).

Any aspect of the plan may be rejected at the FA's discretion. If the Plan is rejected in part or whole, the Contractor is to revise and resubmit accordingly.

Works are not to proceed until approval is granted by the FA.

A Cutover and Disaster Recovery Plan is also to be completed for any building works that may affect existing services or may potential affect the operation of the facility, aircraft safety or terminal users.

#### 4.6 SCAFFOLDING

All scaffolding required for the works is deemed included within the Contract Sum.

Scaffolding shall be proprietary scaffolding systems erected in accordance with the manufacturers recommendations and in accordance with the relevant standards and codes of practice.

Damage scaffold shall not be used and access to incomplete scaffold by staff not involved in the erection shall be prohibited and detailed via appropriate safety signage and warning tape A Scafftag system shall be utilized that shall detail the responsible person who has erected the scaffold and assessed that it is safe and this inspection shall reoccur as required and at a minimum weekly.

Mobile scaffold shall not be moved with staff still on it.

#### **4.7 PEDESTRIAN ACCESS WAYS**

Where works are to be completed above or above and directly adjacent an operational area, there will be need to provide enclosed pedestrian access ways through the site that be fully enclosed to enable the safe passage of airport users through the construction site in a secure and safe manner.

The designs shall be submitted for approval by FA and shall be revised and amended as required to achieve approval. Alternative proposals including the use of shipping containers as access passageways will also be considered.

Where the Contractor requires crange to occur over the walkways when they are in use a suitable crash deck scaffold capable of withstanding the impact of the crane load shall be provided.

The Contractor shall upon request provide engineering calculations to demonstrate the structural stability and capacity of any crash deck scaffold provided.

#### **4.8 TEMPORARY SERVICES**

The Contractor in consultation with FA may be allowed to connect the temporary services to existing onsite infrastructure.

This will be subject to verification and approval on use, amount and capacity and impact on existing infrastructure including potential disruptions to the site. When the Contractor wishes to make a temporary connection they are to contact the FA Representative with the Contractor requirements (and include any cut over and disaster recovery plans as applicable). FA's representative may decline or reschedule a proposed connection based on the impact to the Institute.

Lighting shall be provided as required to create a safe work area by the Contractor or its subcontractor as required.

The following table details the Contractors on site facilities:

SERVICE	FA TO	CONTRACTOR TO	ISSUE
ELECTRICITY - MAINS single phase	Verify potential connection and provide connection point power where available and capacity is not constrained	Nominate potential connection and configure to needs including installation of temporary switchboards with earth leakage	Contractor to install if deemed necessary./ Consumption costs by FA.
ELECTRICITY- MAINS three phase	Unlikely to be available	3 phase welders etc likely to require generators/sound managed	Contractor to provide
ELECTRICITY - GENERATOR SUPPLY	Nil	Nil	Contractor to install if deemed necessary
POTABLE WATER	Verify potential connection and supply connection where available and capacity is not constrained	Nominate potential connection, Contractor to install if deemed necessary	Building trades works use only, Civil works watering and water cart filling or bulk water use to be provided by Contractor.
COMMUNICATIONS CABLING	Nil	Arrange connection of outside line through telephone company ()	By Contractor
MOBILE PHONE	Nil	Supply own	
SEWERAGE	Verify and if necessary nominate Supply connection where available and capacity is not constrained	Nominate potential connection, Contractor to install if deemed necessary	

#### 4.9 SITE AMENITIES

Lunch sheds, and amenities are to be provided by the Contractor.

Toilet facilities in each of the areas under construction will be provided and maintained in an operational condition by the Contractor.

The Contractor will complete cleaning of lunch sheds and toilet facilities.

Contractor's personnel are not allowed to use existing airport facilities .

Smoking is only permitted within the designated smoking areas to the approval of FA. Smoking is not allowed in any other areas including construction sites, contractor's yards or any other amenities. .

Site sheds or containers may be located on site in locations approved by the Contractor in accordance with the 'Site Construction Plan' and in consultation with FA's Representatives. Services to the Contractor's sheds are to be connected at cost to the Contractor and included in the Contract Sum.

#### **4.10 ACCOMMODATION**

There is no provision for accommodation of contractors or personnel, The Contractor is prohibited from accommodating workers on site. FA's security guards will expand their patrols to cover the construction area, and ensure that no unauthorised personnel are sleeping on site.

## **5 DOCUMENTATION REQUIREMENTS**

### **5.1 DOCUMENTS**

1 Documents produced by or on behalf of the Contractor and written information, including all drawings, sketches and specifications, supplied by the FA to the Contractor, including the Contract Documents, shall be kept by the Contractor at the Site or other location approved by the FA and shall be available at all times for reference by the FA or any person it nominates (including other representatives of the FA). Documents provided to or produced by or on behalf of the Contractor and the Contract Documents shall be kept in good order and marked to show where superseded or modified by later documents or instructions.

The Contract Documents and any other drawings or documents issued by or on behalf of the FA and copyright in the Contract Documents and any other drawings or documents shall be, as between the parties, the property of the FA. The Contractor shall not use, copy or reproduce the Contract Documents or any other drawings or documents issued by or on behalf of the FA for any purpose other than the performance of the Contract. The Contractor shall return the Contract Documents to the FA immediately upon request.:

The Contractor's documentation shall comply with the following as a minimum:

5.1.1 Electronic copies of specifications, reports, manuals and similar shall be in PDF and most current version of Microsoft Office in accordance with the Project Documentation manual requirements.



5.1.2 Electronic copies of all drawings shall be supplied in AutoCAD file format current version along with all support files including x-refs, fonts, shapes, images, plot styles, plotter configuration files and CTB files. A PDF copy of the drawing shall also be issued at the same time.

5.1.3 Hard copies of all drawings shall be in A3 and A1 format, as appropriate, with suitable Project identification and issue status on each page.

## 5.2 SOFTWARE REQUIREMENTS

The following computer software is approved for use on this project. FA reserves the right to reject documents or drawings submitted on incompatible versions or outdated software versions.

1. Microsoft Office 2013 or later (with MS Access)
1. Microsoft Project, 2013 or later
2. AutoCAD 2012
3. Adobe Acrobat Professional
4. Revit Architecture/Structure/MEP 2012

All external computer files must be checked for viruses prior to being copied or transferred to the firm's computer. Where computer files are protected by a password, the FA representative must be advised, in writing, the password.

## 5.3 SUBMISSION OF DESIGN

Any:

- (a) design required under the Contract to be developed or carried out by the Contractor; and
  - (b) shop drawings or related documentation to be prepared by the Contractor,
- shall be submitted to the FA in accordance with any program for the Works approved

by the FA and in any event within sufficient time for the FA to comment upon that design or documentation and submit it to the FA and for re-design work or amendment of design work, if required by the FA or the FA after a reasonable time for review, to be carried out by the Contractor without causing any delay in the progress of the Works or the Head Contract Works. The Contractor shall at its cost carry out any such re-design or re-documentation.

## 5.4 PROTOTYPES AND SAMPLES

Where specified or requested by the FA's Representative the Contractor shall submit identified prototypes or samples of materials, products, items and finishes to be used in the Works, allowing a minimum of 14 days for assessment and resubmission.

3 no. of each sample shall be submitted.

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## 5.5 DESIGN SUBMISSIONS BY THE CONTRACTOR

- (a) The Contractor shall provide, at its cost, all technical data, manufacturing and installation details, commissioning results, test results, shop drawings and samples as required by the Contract or as the FA may require from time to time.
- (b) Where an electronic web based document sharing program has been established and is being implemented by the FA the Contractor must fully participate in and provide all things necessary (except software) for full participation in such programs including the provision of adequate and compatible hardware.
- (c) Each document including shop drawings shall be given a unique number by the Contractor and shall at the FA's option be:
- (i) submitted in electronic web based document sharing “dwg” and “pdf” formats; or
  - (ii) submitted in transparency form and in paper form in the number specified in Schedule 1 (unless the FA's Representative notifies the Contractor in writing that submission in paper form is not required).
- (d) The Contractor shall be responsible for and ensure that all documents and samples submitted:
- (i) meet the requirements expressed in or to be inferred from the Contract;
  - (ii) conform to the requirements of Authorities and Legislative Requirements and indicate compliance if subject to inspection by any Authority;
  - (iii) are submitted in sufficient time to allow examination and comment by the FA (or its representative) and the FA and for any modification to be carried out prior to commencement of manufacture and without delay to the Works or the Head Contract Works; and
  - (iv) are coordinated with the requirements of other trades, and submitted at the same time as documents and samples submitted by related trades.
- (e) Work to which the submitted documents or samples relates shall not proceed until the time referred to in (b) has expired.
- (f) The Contractor is wholly responsible for the content and accuracy of shop drawings and other documentation and samples prepared by or for the Contractor, notwithstanding that there may have been ambiguities, errors, omissions or discrepancies in any documentation provided by the FA. Any approval or other indication given by the FA in relation to any submitted document or sample or this clause, in no way relieves the Contractor of any responsibility under the terms of the Contract.
- (g) The Contractor shall provide the FA with the number of copies set out in Schedule 1 of the as built drawings, maintenance manuals, operating instructions, or other similar documents in a form acceptable to the FA's Representative for all work under the Contract.
- (h) The Contractor shall keep at the Site or other location approved in writing by the FA one set of written information which it is obliged to have, prepare or supply in terms of the Contract which shall be available at all times for reference by the FA and any persons authorised by the FA.

## 5.6 SHOPDRAWINGS

The Contractor shall submit shop drawings and other documents to be supplied by the Contractor in the format and number required by clause 4.3. The Contractor shall ensure that arrangements or outline drawings identify all types and sizes of electrical, mechanical and other components, FA dimensions, access and part dimensions, sizes and dimensions of anchor bolt holes, forces generated (if any) and clearances necessary (if any).

Shop drawings may be coordinated at meetings convened as and if required by the FA. The Contractor shall attend any such meetings. The Contractor shall supply shop drawings and other documents to be supplied by the Contractor to the FA and to any other relevant Contractors in a timely manner. Where co-ordination meetings have been scheduled the Contractor shall supply such items to the FA and any other relevant Contractors at least 7 days prior to the relevant co-ordination meeting. The Contractor shall:

- (a) resolve any co-ordination problems (including any such problems identified by the FA) with other trades. In the absence of timely and satisfactory resolution the FA may elect to impose a solution as reasonably necessary to overcome co-ordination problems between trades. In the event that the FA imposes a solution it shall be implemented without any adjustment to the Contract Sum or any program dates;
- (b) allow for the co-ordination of the Works with other trades and shall be deemed to have allowed for the effects of co-ordination of its work with the work of other Contractors. The Contractor shall have no Entitlement in connection with any cost, loss, expense or damage resulting from such co-ordination or its failure to coordinate. For the purpose of this clause "shop drawings" includes penetration drawings which accurately detail all penetrations; and
- (c) comply with directions given by the FA (including at any co-ordination meeting) for the purposes of sub-clause (a) above.

The FA shall not be obliged to review or comment upon any information design or document (including shop drawings) or to check any design for errors, omissions or compliance with the Contract. The FA or its agents or consultants receipt of, or review of or comment upon any such information design or documents (including shop drawings) shall not relieve the Contractor from responsibility for the Contractor's errors or omissions or any departure from the requirements of the Contract.

## 5.7 MONTHLY REPORTS

Unless the FA acknowledges in writing (in terms which expressly refer to this clause) that the Contractor need not comply with this provision or any part of it, the Contractor must with each payment claim provide a monthly report containing the following information as a precondition to progress payments:

- (i) daily summary of personnel on Site;
- (ii) detailed status of work against program;
- (iii) changes in sequence of activities;
- (iv) analysis of delay against critical activities and delay allowance;
- (v) changes in duration times of activities;
- (vi) additional activities;
- (vii) Extension of Time claims;
- (viii) design status;
- (ix) description of matters adversely affecting execution of the Works;
- (x) details of preventive or remedial action proposed or implemented;
- (xi) Variation status - pending and approved;
- (xii) summary of claims and payments and projected cash flow;
- (xiii) details of any quality non conformance;
- (xiv) environmental issues and corrective action;
- (xv) details of injuries and accidents and near misses including details of personnel off-work or on alternate duties as a result of an injury sustained on the Site;

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- (xvi) status of approvals and details of any notices issued by Authorities;
  - (xvii) details and evidence of superannuation and redundancy arrangements or provisions; and
  - (xviii) such other information as required by the FA.

The Contractor shall upon request give the FA access to and copies of its documents and records for the purpose of verifying the information to be provided under this clause.

### **5.8 WORKFORCE RECORDS**

The Contractor shall on each working day provide to the FA a statement in writing showing the number of persons engaged and the hours worked by each person in the carrying out of the work under the Contract on that day in each of the following categories:

- (a) supervisor;
- (b) tradesperson;
- (c) labourer; and
- (d) apprentices and other.

### **5.9 AS-BUILT DOCUMENTATION AND OPERATIONS AND MAINTENANCE MANUALS**

The Contractor shall provide draft operations and maintenance manuals prior to practical completion.

For the final issues of the Operation and Maintenance manuals three hardcopies suitably fitted in 3 or 4 ring A4 binders shall be specified. Appropriate Project identification, engineering system identification and issue status shall be provided on each page. An electronic copy of the Operation and Maintenance manuals on CD shall be provided. The use of PDF files is an acceptable format for the electronic copy of the Operations and Maintenance manuals.

As built drawings shall be provided in PDF and native file formats as per the reference documentation standards.

### **5.10 MEX ASSET MAINTENANCE SYSTEM**

The Contractor shall allow to provide the necessary information in the required asset import template for incorporation of the facility into the Asset Maintenance System. The specifics of this requirement will be detailed to the Contractor and the services subcontractors at time of tender interview and again during the commissioning and handover process as documented.

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## 6 PROGRAMMING OBLIGATIONS

### 6.1 FA's PROGRAM

The Contractor warrants that it has carefully perused the FA's program or proposed program for the project and the Contractor warrants that it is able to and will perform its obligations consistently with any such program. The Contractor acknowledges that the FA's program or proposed program is not a contract document for the purposes of the Contract and is provided for information only.

The FA's program may be updated, amended or replaced by the FA at any time. If the FA's program is updated, amended or replaced the Contractor shall at its cost provide an amended program in accordance with clause 5.2 and take whatever action is necessary to perform its obligations consistently with any such program. The FA does not warrant that the Works or any other work will be carried out consistently with the FA's program and the Contractor shall have no Entitlement arising from the Works or any other work not being carried out in accordance with the FA's program.

### 6.2 CONTRACTOR'S PROGRAM

Within 7 days after commencement of the work under the Contract and each month thereafter the Contractor shall provide to the FA a program for the work under the Contract in a form and containing the information and detail required by the FA in Microsoft project format. The Contractor shall ensure that its program is consistent with the FA's program. The Contractor shall not (without reasonable cause) depart from a program for the work under the Contract prepared in accordance with this clause.

A 'program' is a program prepared in the form of a computer generated time scaled critical path network logic chart in Microsoft Project Format indicating the following:

i) sequence and duration and activities constituting the critical path and the interrelationship between activities including float for activities not on the critical path; and  
ii) sufficient detail of administrative and trade activity to fully describe the Contractor's planning of the Works and the method of achieving Practical Completion by the Date for Practical Completion and must contain as a minimum the following activities:

- a) site accessibility restrictions applicable;
- b) appointment of key subcontractors;
- c) finalisation of project inspection and test plan;
- d) procurement for key elements of the Works;
- e) inspection and testing for key elements of the Works;
- f) milestone and key dates for items including the approval of Authorities;
- g) on-site trade activities; and
- h) no activity may have a duration greater than 10 days.
- i) The schedule shall make allowance for the submission and review of design documents.
- j) Durations to be calculated based on good target productivity rates as appropriate.
- k) Buffers should be added to the schedule to protect against variability as appropriate
- l) Include approval activities in the design phase for the structural steel shop drawings and other critical path design submissions.

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- m) Include for commissioning and handover activities
  - n) Include defect inspection and rectification periods in the construction phase.
  - (iii) The chart(s) must be accompanied by a calendar specific to the Works and showing all working days as well as weekends, public and statutory holidays, rostered days off (which are generally recognised by the building industry in the jurisdiction of the Site) and the Christmas and Easter shutdown.
  - (iv) The critical path network chart must be colored to indicate critical and non-critical activities and the critical path together with total float for each activity.”

The Contractor acknowledges that:

- (a) compliance with this clause and any comment or approval by the FA; and
- (b) the furnishing of a program for the Works or an amended program,

shall not relieve the Contractor of its responsibility to comply with the Contract. If the Contractor fails to comply with this clause the FA may direct the Contractor in which order and at which time the work under the Contract shall be performed and the Contractor shall comply with such direction at the Contractor’s cost.

Following issue of the program required under the Contract and with all other programs and schedules that supersede this program over the life of the project and in addition to the requirements as detailed elsewhere in the Contract the Contractor is required to:

- a) Monitor the progress of all consultants and the Contractor/s against the program.
- b) Prepare detailed fit out, equipment installation and commissioning schedules to match the program. If appropriate detail is not already included in the master schedule.
- c) Manage and advise the FA’s Representatives of the programming consequences of any design variation or construction variation.
- d) Report monthly to FA on the status of the program.
- e) Revise the program at least monthly showing any alterations made and progress against the program.
- f) Report any milestones that may be at risk of not being met.

Failure to submit the Programs in the form and at the times required entitles Fiji Airports to engage external programmers to complete the required programs and actions on the Contractor’s behalf and deduct costs incurred from the Contract Sum.

## 7 COMMISSIONING AND HANDOVER PROCESSES

### 7.1 COMMISSIONING AND HANDOVER PLANS

Six months prior to forecast completion, the Contractor shall prepare commissioning and handover plans for each of the services trades and specialist equipment to be provided under the contract. The plans shall comply with the format and requirements of ANSI/ASHRAE/IES Standard 202-2018 ‘*Commissioning Process for Buildings and Systems*’.

These plans will then be reviewed by FA and the associated services consultant.

The Contractor shall amend and revise the plans as required to receive approval on these plans.

Failure to complete these plans prior to commissioning commencing may invalidate any commissioning works undertaken.

## 7.2 COMPLETION AND HANOVER PROCESS

The following procedure is to be adopted by the Contractor twelve (12) weeks from Completion to ensure the successful and timely handover of each stage of the Project to FA. Failure to follow this process may impair completion as per the associated contract conditions at FA's sole discretion.

### **Step 1**

The Contractor is to convene a Project Finalization Meeting ("PFM") with the FA's Representatives to discuss all outstanding and incomplete Works (including any defects) on-site, outstanding Authority Requirements, and the like.

All outstanding Works are to be listed in a Completion and Compliance Register prepared and maintained in accordance with the agreed format for the Completion and Compliance Register included in the Contract Documents or similar as agreed between the FA's Representatives and the Contractor, with responsibility noted and the Register issued to the relevant parties. The Completion and Compliance Register must include a detailed program showing how (in terms of sequence, activities and expected duration) the Contractor intends to complete all outstanding obligations so as to achieve Practical Completion.

A completion program detailing all relevant survey/council/authority and/or other statutory approval requirements which are to be carried out by FA and/or the Contractor is to be tabled for review and comment at each PFM.

The outstanding items list is to be reviewed with the Contractor and checked for progress at fortnightly intervals.

The Contractor must co-ordinate with the FA's Representatives to review any areas of major concern in the Project.

The Contractor must table the updated Compliance Register at each PFM.

Minutes of PFMs are to be taken by the Contractor, reviewed with the FA's Representatives and distributed to all relevant parties no later than five (5) Days after each PFM.

### **Step 2**

Fortnightly PFMs are to be held prior to Practical Completion (yet may be excused by formal advise of the FA's Representatives).

The agenda for the PFMs shall be:

Review previous minutes.

Review Authority Requirements as follows:

- i. Consent authorities: each development consent or construction certificate (or equivalent), and action to be taken;
- ii. Water authorities;
- iii. Electricity authorities;
- iv. Workplace safety authorities;



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- v. Fire and essential services authorities;
  - vi. Communications authorities;
  - vii. Gas authorities;
  - viii. Environmental planning, monitoring and compliance authorities;
- Construction matters:
- Outstanding works list;
  - Defects list;
  - Commissioning Program;
  - architectural finishes;
  - all services (including Authority certificates and approvals);
  - all soft and hard landscaping;
  - irrigation systems;
  - keys and security devices;
  - FA requirements/Early occupation;
  - Completion progress/Compliance Registers;
  - As-built drawings and manuals;
  - MEX data requirements and formats;
  - Warranties and guarantees;
  - Documents package for FA;
  - Site inspections as required under the completion pre-handover tasks;

**Step 3: Completion.**

Refer to the Contract conditions and Annexure for specific requirements. Further to these requirements, and to ensure there is no confusion, the following is the sequence of Pre-Handover tasks required to achieve Completion.

Pre - Handover Tasks.

All services\* commissioned by services contractors with commissioning data and certifications as required by the consultants forwarded to the consultants.

All services\* performance checked and defects list issued by relevant consultants including witness tests as detailed and required to verify commissioning has been completed.

Draft Operations and Maintenance Manuals Submitted

Operator and Technical Training completed as specified

Defects rectified by services contractor

Defect rectification checked and signed off by relevant consultants.

Finishes and FFE completed by contractor

Finishes and FFE checked by Architect and ID and defects issued.

Contractor completes defects.

Architect and ID check and sign off completion of defects.

Installation and sign off of Equipment and Scientific items.

Contractor and FA's Representatives inspect and issue defects list

Contractors complete defect rectification and this is verified as complete by the Contractor.

FA's Representatives inspect defect rectification

If defects completed to enable occupation, Practical Completion is granted.

\*The term "Services" as detailed above applies to all needs to make a given space to be fully complete and functional. See detailed list below.

Definition of services (where applicable)

Electrical system

Gas system

Water Hot and Cold



Chilled water  
Data network  
MATV network  
PLC Controls and systems  
Fire detection systems / Fire Suppressions systems  
HVAC systems  
Communications networks.  
Audio system / Visual System / Acoustic systems  
Signage fixed and digital systems.  
Chillers Equipment  
Flight Information Display Systems  
IT systems  
CCTV and security systems  
Storm water systems  
Sewage systems  
Baggage Systems

## 8 DEFECTS LIABILITY OBLIGATIONS

### 8.1 ACTIONS REQUIRED

8.1.1 Further to the requirements as detailed elsewhere in the Contract, the Contractor is required to provide a defect liability period on installed works, the specific duration is detailed within the contract;

8.1.1.1 Prepare and submit a program to the FA for approval detailing the steps to be taken during the Defects Liability Period for the identification and rectification of defects;

8.1.1.2 Allow for afterhours and intermittent restricted access to rectify defects in occupied areas.

8.1.1.3 Using the assistance of the other consultants prepare a list of defects to be rectified during the Defects Liability Period;

8.1.1.4 Provide the FA with any notice issued to subcontractor/s requesting the subcontractor/s to perform rectification work pursuant to the Subcontract; and

8.1.1.5 Ensure that the rectification work is carried out by the subcontractor/s.

### 8.2 CONTRACTOR SHALL NOTIFY

Prior to carrying out any rectification work, the Contractor shall notify the FA of:

- (a) the type of work;
- (b) the protection measures to be utilised;
- (c) the hours of work;
- (d) the effect of such work on the occupants of the premises; and
- (e) the effect of such work on services.

### 8.3 FA TO APPROVE RECTIFICATION

The Contractor must not commence to carry out any such rectification work without the FA's consent. The Contractor shall comply with any instructions by the FA as to the matters in clause 5.2 (a) – (e). Notwithstanding any consent or instructions under this clause, the Contractor remains wholly responsible for the rectification work.

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#### **8.4 TIME AND MANNER FOR CONTRACTOR TO CARRY OUT RECTIFICATION WORKS**

If it is necessary for the Contractor to carry out rectification, the Contractor must do so at times and in a manner which causes as little inconvenience as is reasonably possible to the FA, FA and any occupants. The Contractor must comply with the occupier's workplace health and safety standards or requirements and any conditions imposed by the FA or the occupier including the payment of any access fees or security costs. The Contractor must give the FA sufficient prior notice of its proposed attendance so that the FA can give at least 2 Business Days prior notice to the occupier (except in case of emergency).

#### **8.5 DEFECTS NOT RECTIFIED BY CONTRACTOR**

Without prejudice to the FA's rights generally the FA may:

- (a) have any Defect rectified by others and recover the direct and indirect costs of so doing;  
or
- (b) accept the defective work and at its option recover either the costs of making good the Defect or the reduction in value of the Works or the Head Contract Works and any other loss suffered by the FA,

as a debt due from the Contractor.