

# **REQUEST FOR QUOTATION (RFQ)** **DOCUMENT**

**RFQ No.:** WAP/Fiji/NaVualiku/Topo/25-26

**Date:** 29/09/2025

**Name of the Work:** Selection of Agency for carrying out  
Topographical Survey Works for Design and  
Supervision of the Vanua Levu Cross Island Road  
Resilient Tourism Infrastructure Works, FIJI



**The Country Manager (Fiji)**  
**WAPCOS Limited**

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## **REQUEST FOR QUOTATION**

### **1.0 Background of the Project**

WAPCOS Limited - A Govt. of India Undertaking under the Ministry of Jal Shakti has been awarded the work for **Design and Supervision of the Vanua Levu Cross Island Road Resilient Tourism Infrastructure Works, FIJI**. In order to design the proposed infrastructure developmental works to support the tourism development project, topographic survey is required to be carried out. Accordingly, WAPCOS Limited (hereinafter called as "Employer") is hereby inviting sealed quotations from reputed and experienced survey agencies (hereinafter referred to as "Bidder") for carrying out Topographic survey work for the above project as per **Annexure-1**.

### **2.0 Project Site**

The "Fiji Tourism Development Program in Vanua Levu" project (FTDPV) consists of three (3) components aimed at bridging gaps in critical sustainable tourism infrastructure, products and services while increasing community benefits from natural resources through nature-based tourism.

The project site is located along Cross-Island Road (currently known as Transinsular Road), is approximately 85km in total length – it connects the three townships of Labasa, Seaqqa and Savusavu in Vanua Levu and are linked by two main roads namely Nabouwalu Road and Transinsular Road. Few areas of this section of routes requires imminent rehabilitation of pavement to address surface distress, ride quality and safety concerns. The major priority area in this section is the slip at Korosomo. Investigation and design is required to provide a more resilient solution to mitigate existing drainage issues and slope stability. This section of the road requires some major rehabilitation works to improve pavement, sight distance, substandard horizontal curves, steep grades, signage and roadmaking and village threshold treatment. Additional work is required to continue the existing rehabilitated coastal revetment for 600m towards Savusavu.

The design works under the project envisages design of 13 prioritized infrastructure components along the Cross Island Road and Nabawalu Road connecting Labasa town and Savusavu town, as mentioned in the previous section. In general, design of passing lanes, truck runaway ramps, Village treatment, thermoplastic road marking between Labasa and Savusavu, design of tourist amenities for scenic viewpoints, design of 600m length rock revetment near Urata Village, stabilization of Korosomo slip including design of drainage facilities and Gabion walls for slope stabilization.



**Fig.1 Image of the Cross Island Road alignment**



**Fig.2 Image of the project components location**

### **3.0 Pre-qualification Criteria**

Quotations received from the bidders who meet the following minimum pre-qualification criteria shall only be opened and considered for evaluation. **The estimated cost for the Topographic Survey Work is FJD 65,000, inclusive of all applicable taxes.**

1. The Bidder should have valid Company Registration Certificate or Trade License, TIN Number. Self-attested copies of those documents are required to be submitted along with the quotation.
2. The bidder must have successfully completed similar work during the last years ending last day of the month previous to the one in which this RFQ is invited:
  - i. At least one similar work costing more than or equal to FJD 52,000 including of all taxes  
or
  - ii. At least two similar work costing more than or equal to FJD 35,500 including of all taxes  
or
  - iii. At least three similar work costing more than or equal to FJD 19,500 including of all taxes.

The similar works means topographic survey on roads, bridges, jetties, ports, residential/ non-residential/ commercial buildings/ townships/ school/ hospital complex/ other infrastructure **(completion certificate issued by client indicating completion cost, date of commencement and date of completion to be submitted)**

3. The bidder should have not incurred any loss (profit after tax should be positive) in more than two years during the last five financial years ending on the financial year 2024 (as per Fiji Financial Year)
4. The average annual turnover of the bidder shall not be less FJD 32,500 (FJD seventy thousand only) for last three financial years, ending December 2024. Audited balance sheet for the last 5 years ending financial year 2024 are to be enclosed.
5. The bidder must have not been blacklisted by any Government agency or state owned enterprises. An undertaking/ self-declaration in this respect is to be submitted.
6. The bidder should have public liability insurance of value minimum FJD 100,000. Valid up to atleast 6 months from the date of this RFQ. A self-attested copy of the same is required to be submitted.
7. The bidders are required to submit the signed copy of the RFQ as a token of acceptance of the terms and conditions along with the sealed quotations. Any quotations received without the signed copy of the RFQ quotations. Any quotation received without the signed copy of the RFQ will be considered as non-responsive and will summarily be rejected.

Quotation received from the bidders who fail to submit the above required pre-qualification documents shall be considered as non-responsive and their quotation will summarily be rejected.

#### **4.0 Scope of Work**

Topographic survey is required to be conducted over an 85 km length of road including capturing the focus based features based on the proposed components for assisting in Line marking. The survey shall cover the following features;

1. Existing road infrastructure including width of carriage way, centre line data, spot levels to capture the existing ground features to carry out the road widening works.
2. carriageway width, surfacing type @ every 500m and every change of feature whichever is earlier;
3. Shoulder surfacing type and width @ every 500m and capture the right of way along the proposed road development works.
4. Capture the cadastral boundary along the proposed road infrastructure works.
5. Existing horizontal curve; vertical curve details and also capture the details of existing road for facilitating the design of the safe access & exit to the sightseeing development locations.
6. Road intersection type and details, at every occurrence;
7. Retaining structures and details, at every occurrence in the vicinity of the proposed infrastructure development components;
8. Establishment of temporary Bench marks, for future reference purposes.
9. Visible service utilities and sewer/TFL cables locations
10. Levels shall be taken at every 50 m (maximum) along the road alignment, each junction point and end point. However, when there is a major variation in level, extra levels shall be taken and elevation difference beyond 0.50 m will be considered as large variation.
11. Ground levels/ footpath level and invert levels of existing earthen drains in the village limits be recorded and plotted.
12. Levels shall be taken at 1m interval on each side of existing carriage way upto 30 m max. on both side of the carriage way.
13. Cross-sections shall be provided at every 25 m interval of the existing carriage way along the proposed infrastructure development components.
14. Recording of type of road surface in the drawings
15. Bearing shall be taken along the alignment and at every point where there is a change in bearing. The point shall be fixed by taking reference of the nearest two permanent objects.

16. Levelling shall be started from available permanent benchmarks (BM) in Cross Island Road area or such other points as directed by the WAPCOS.
17. Closing of traverse from BM for the purpose of making accurate levels is essential and is a part of survey work.
18. Contour survey /spot level survey at 1 x 1 m grid distance interval survey of all the identified tourism sightseeing points, Korosomo slip area both on upstream and downstream including along and across the slip.
19. Contour survey /spot level survey at 2 x 2 m grid distance at each of the identified tourist sightseeing spots.
20. Capture all the necessary features on site as directed by the WAPCOS Engineer.

**Attributes to be collected should include:**

1. Asset identification (must exactly match FRA assets).
2. Levels along FRA Bus shelter, foot path, Carriage way and drain invert levels, top of drain on landward & seaward side.
3. Ground elevation on seaward side, level on protective sea wall, bottom level of sea walls (visible elevation).
4. Invert elevation of all drains along the road in village limits.
5. Ground elevation on landward side upto 30 m – 50m from centre line of carriage way.

**Ground control work & subsequent survey and mapping services**

1. Mobilization / Demobilization to/from Vanualevu
2. Establishment of minimum 15 main control points
3. Measure these control points by DGPS Equipment.
4. Laying out 30 Ground Control Points
5. Measure these 30 GCP's
6. Editing
7. Data Processing.
8. Producing required Long Sections and Cross Sections along specified road Alignments and locations.

The above-mentioned quantity may vary as per site conditions and Payment shall be made as per actuals with maximum ceiling of quoted amount.

## **5.0 Duration of work**

The total duration for completion of Topographic survey including submission of final report shall be **1 Month** from the date of award of work. The survey

drawings are to be submitted simultaneously after maximum 7 days of completion of survey.

Mobilization of manpower and equipment complete should be done within 7 (seven) days of Issuing Work order to the successful bidder.

## **6.0 Award of Work**

The work will be awarded to the bidder who has quoted the lowest rate i.e. on Least Cost Selection (LCS) basis.

## **7.0 Extension of time**

The time allowed for execution of the work(s) **is 1 (one) month** from the date of award of work. Time is essence of the contract in case the work is delayed for justifiable reasons included under force majeure or other such reason beyond the control of the Agency, the Agency will write to WAPCOS, reason for such delay and request for an extension of date of completion without penalty. Such a communication must reach to WAPCOS within seven (7) days of noticing or realizing the reason for delay.

Upon receiving the request for extension of time, WAPCOS will examine in detail the reason for delay and the probable extended date as requested for. In case WAPCOS is convinced about the reason, an extension of time shall be granted within fifteen (15) days of receiving such request to the contractor without any additional claim for negotiating with the delay either to the Agency or to WAPCOS.

## **8.0 Payment Terms**

The Sequence of Payment shall be as such:

| <b>Stage</b> | <b>Sr. No.</b> | <b>Milestone</b>   | <b>% Payment</b> | <b>% Cumulative payment</b> |
|--------------|----------------|--|------------------|-----------------------------|
|              | i.             | On Approval of the Final Survey Report by WAPCOS and FRA | 100%             | 100                         |

The bidder should acknowledge that under the current contract WAPCOS is only working as intermediately between the Client and the Bidder. Thus, the Bidder unconditionally acknowledges that the payments under the present contract shall be made proportionately by WAPCOS only on back to back basis upon invoice, as per the actual work done by the agency, within 21 days subject

to the receipt of the payment instalments by WAPCOS from respective Client of the Project.

Further, Bidder shall unconditionally agree that in the event of payment or part thereof, under the respective project is not received from the Client, then WAPCOS or any of its Employee/Official shall not be responsible to pay any amount to the Bidder. The said condition shall supersede any and all other conditions of Contract/ Agreement/ Work Order/ Arrangement between the parties. The Bidder shall comply with the laws and taxes as applicable. Payment shall be made in Fijian Dollars (FJD). Payment shall be made on **back to back basis** after deductions of applicable taxes, duties etc. All Payments Shall be released on back to back basis after receipt of corresponding payment by WAPCOS from the client.

## **9.0 Programme**

The Agency (Successful Bidder) shall furnish full particular of their programme of field/ home office activity proposed for execution of the contract within seven days of the issuance of Work Order.

## **10.0 Agency (Successful Bidder) Superintendence and Obligations**

- The bidder shall mobilize the team to the sites within 7 days from issue of Letter of Award of work.
- The successful bidder shall be fully responsible for work carried out during the project and other related studies and this should be complete, adequate and workable.
- The successful bidder is liable to WAPCOS as WAPCOS is liable to the CLIENT for carrying out the PROJECT related activities.
- The successful bidder shall intimate the employer within 3 (three) days the name of the authorized person, who will be responsible for field activity and day to day interaction with the employer's authorized representative for field activity.
- The successful bidder shall remain fully responsible for the accuracy and relevancy of all the investigation & field activities and for subsequent processing of field data including generated outputs. Sub-contracting of any part or whole of the works is prohibited and these provisions shall be strictly adhered to. In the event of sub-contracting of any part if detected, the contract shall be liable for termination forthwith without assigning any reason thereafter.
- The team personnel proposed for this project must have desired experience in respective areas of work.

- The successful bidder shall be responsible for the safety of the manpower engaged at site.

### **11.0 Liquidated Damages (LD)**

Time is the essence of the contract. Liquidated damages shall be levied against the agency in case of delay in completion of the work beyond the date of completion of job specified in contract. Liquidated damages shall be levied @ 0.5% of award value per week of delay beyond the stipulated date of completion when reasons for such delay are not attributable to WAPCOS. If the delay in execution of the job is attributable to WAPCOS only then WAPCOS reserves the right to consider waiver of Liquidated damages. Total LD shall not exceed 5% of contract value. The decision of Project In charge, WAPCOS Ltd., in this regard shall be final & binding.

### **12.0 Insurance**

The Agency (Successful Bidder) shall insure itself against any liability under any workmen compensation ordinance or equivalent prevailing legislation and any modifications thereof which may be put in force by the government during the continuance of the contract. In the event of any loss or damage suffered in consequence of any accident or injury or disease resulting from his work to any workman or other person in the employment of the Agency (Successful Bidder), the Agency (Successful Bidder) shall pay compensation to the victims. The Agency (Successful Bidder) shall in respect of his employees who are employed by him pay rates of wages, observed hours of labour and provide other facilities not less favourable than those required by law. The Agency shall indemnify the employer from all such claims arising from any such act or event of unsafe activities onsite during the project execution.

### **13.0 No Escalation Payable**

No escalation charge or additional amount whatsoever shall be paid to the Agency (Successful Bidder). In case, any delay occurs due to local hindrance the Agency (Successful Bidder) shall mobilize additional manpower and equipment/instruments to accelerate the work with a sole intention to compensate the lost time period. The contractor shall not be entitled to any payment on account of any accelerated effort if required to complete the work within the stipulated time period and is deemed to have included in the quoted prices. The Agency (Successful Bidder) shall submit daily progress report to WAPCOS Engineer. The Agency (Successful Bidder) shall equip their site in-charge with mobile phone to facilitate communication and control over work progress. No compensation of any kind on account of jungle clearance/

objection by local officials/ stoppage of work by local people/ damage to cultivated fields etc. during the course of field surveys shall be entertained by WAPCOS at any stage.

#### **14.0 Force Majeure:**

The Inspecting Agency & successful Bidder shall ensure due compliance with the terms of this agreement. However, no party shall be liable for any claim for any loss or damage whatsoever arising out of failure is due to force majored events such as fire, rebellion, mutiny, civil commotion, riot, strike lock out. Force of nature, accident, act of GOD and any other reason beyond the control of concerned party. But any party claiming the benefit of this clause shall satisfy the other party of the existence of such event and give a written notice of 15 days to the other party to this effect. The services covered under this agreement shall be started as soon as practicable by the parties concerned after such eventuality has come to an end or ceased to exist.

#### **15.0 Dispute Resolution**

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, drawings and instructions here-in before mentioned and as to the quality of workmanship or equipment used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, drawings, specifications, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof Shall be dealt With as mentioned hereinafter:

If the Agency considers any work or any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable and is resulting in a dispute, it shall be referred to the concerned authority who shall, within a period of thirty days after being requested by the Agency to do so, give written decision to the Agency. Upon receipt of the written decision of the concerned authority, the Agency shall promptly proceed without delay to comply with such decision.

#### **16.0 Arbitration**

Any dispute or claim arising out of or relating to this agreement or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the UNCITRAL in force at the effective date of

the Agreement. The parties agree to comply with the awards resulting from arbitration.

## **17.0 Bid preparation and submission Instructions:**

The bidders are required to prepare the tender as per below, all the proposals should be submitted in a sealed envelope clearly mentioning the firm name and addressed to the personnel mentioned in **clause 18.0**

The bidders are required to submit their proposal in **two separate sealed envelopes** as outlined below:

**Technical Proposal** – This envelope should contain only the technical information. The technical proposal may be declared non responsive/ invalid, if the bid is not accompanied by the requisite pre-qualification documents as stipulated in clause 3.0 of this RFQ document. The technical bid should not contain any financial information related to financial bid.

**Financial Proposal** – This envelope should contain the financial bid which includes covering letter and financial offer as per the format provided in the **Annexure-1**. The financial bid shall not include any commercial or technical conditions / information / deviation.

### **17.1 Submission Instruction**

Both financial and technical envelop shall be clearly marked and put in a single envelop with the name of bidder, name of work and RFQ number, mentioned and same shall be delivered to the address mentioned in **clause 18.0**

## **18.0 Submission Address**

The sealed quotations (in hard copy only) must be delivered in a written form to the address below (in person) by 17:00 hours of **18<sup>th</sup> October 2025**.

**The Country Manager (Fiji)**

**WAPCOS Limited**

95, Salato Road, Namadi Heights, Suva, Fiji Islands

Mob.: +679 9049262, 2474536 E-mail: wapcosetc1@gmail.com

www.wapcos.co.in

## **LETTER FOR FINANCIAL PROPOSAL**

**(On the letter head of the Company)**

To

**WAPCOS Limited**

95, Salato Road, Namadi Heights, Suva, Fiji Islands

Mob.: +679 9049262, 2474536

E-mail: wapcosetc1@gmail.com

**Sub: Submission of Financial Proposal**

Sir,

Having reviewed and fully understood all the requirements of Bid submission provided in the tender document, I/we hereby submit our Financial Proposal as per scope of work and other terms & conditions mentioned in RFQ document. Our total cost for carrying out the **Topographic Survey Works for Design and Supervision of the Vanua Levu Cross Island Road Resilient Tourism Infrastructure Works, Fiji shall be \_\_\_\_\_ FJD** which is inclusive of all VAT, taxes, duties, fees, levies, etc.

I/We have read and examined all the Clauses of RFQ document. I/We hereby agree for the execution of the work within the specified time as mentioned in the RFQ document.

I/We hereby submit that our quoted rates and amount thus derived includes all associated costs with the project including any out of pocket / mobilization expenses, buildings and other construction workers welfare cess, insurance, TDS, taxes, royalties if any applicable as per Government norms.

I/We agree to keep the **validity of my quotation upto 120 days** from the last date of submission of Proposal, including extension, if any.

I/we understand that you are not bound to accept the lowest evaluated Bid or any other bid that you may receive.

I/We agree to be bound by this offer if we are the selected Contractor for this project.

For and on behalf of:

**Signature:**

**Name of Authorized Signatory:**

**Designation:**

**Annexure – 1**

**QUOTATION**

**Price Schedule**

| Sl. No.            | Description of Item  | Quantity | Unit | Rate in FJD( including VAT) | Amount in FJD( including VAT) |
|--------------------|--|----------|------|-----------------------------|-------------------------------|
| 1.                 | Topographic Survey for the existing carriageway and proposed sightseeing spots and submission of detailed survey report along with drawings as per the scope of work | 1        | LS   |                             |                               |
| <b>Total</b>       |  |          |      |                             |                               |
| <b>Grand Total</b> |  |          |      |                             |                               |

**Note:**

- The bidder quote must be inclusive of all taxes, VAT, duties, fees, levies, etc.
- The quotation submitted by the bidder shall be valid for a period of 120 (One Hundred Twenty) days from the date of submission of quotation.
- Conditional bid will summary be rejected as non-responsive.

For and on behalf of:

**Signature:**

**Name of Authorized Signatory:**

**Designation:**