TETRA TECH
International Development

Request for Tender

RFT AM 13648

PART B – Scope of Works

Construction Services

for the

MISE Office

part of

The Kiribati Australia Infrastructure Program (Te KAI)

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1 Introduction

1.1 Purpose

The Principal, Tetra Tech International Development, invites tenders for the construction of the MISE Office in Betio from local iKiribati construction contractors with experience delivering medium-scale infrastructure.

This Request for Tender (RFT) will be conducted in accordance with Australian Commonwealth Procurement Rules (November 2025).

This Part B (General and Technical Specifications) defines the scope of work, specifications and relevant program policies that must be applied. The Contractor shall provide all labour, supervision, equipment, temporary works, and site services necessary to complete the construction of the MISE Office, excluding items expressly noted as exclusions. The works are to be carried out in accordance with the drawings, specifications and schedules provided by Tetra Tech.

Tenderers will provide a fixed lump sum price for the construction services defined in this document and all referenced attachments.

(NOTE: all permanent materials will be supplied by Tetra Tech – see Section 2.3).

1.2 Background

1.2.1 The Kiribati Australia Infrastructure Program (Te KAI)

The Kiribati Australia Infrastructure Program (Te KAI) delivers small to medium value, high-quality, climate resilient, inclusive and purpose-built infrastructure projects in Kiribati. Tetra Tech International Development ("The Principal") manages Te KAI on behalf of the Australian Government. The program also strengthens the capacity of local government and industry for the planning, delivery, operation and maintenance of infrastructure, working closely with the Ministry of Infrastructure and Sustainable Energy (MISE).

1.2.2 The MISE Office

The MISE Office project involves construction of a new double-storey office for MISE (Ministry for Infrastructure & Sustainable Energy, providing a fit-for-purpose workspace and an accessible and high-quality facility. The objective of the project is to support MISE operations and capacity for project delivery, and provide a long-term government asset. This is to be achieved by providing durable, sustainable construction with quality workmanship and materials.

Design and supply of a Kitset building for the Office has been provided by TCS.

TCS will also be engaged to provide an in-country Construction Manager who will be given select delegation of Superintendent responsibilities as a Superintendent Representative when the works start. This Superintendent's Representative will be present on-site to assist the Superintendent with appropriate supervision and to provide guidance to the Contractor on construction of the TCS Kitset building system, as needed. Note, the TCS Construction Manager does not replace Contractor's construction management.

1.2.3 Early work already completed

Unexploded Ordnance (UXO) survey and clearance has taken place. Some areas on site remain no-dig zones below a certain depth, due to the presence of buried services and other obstructions. These are shown in the attached UXO certificate (**Annexure B.7**) and will be confirmed during the site induction.

NOTE: The sewer line shown on the UXO certificate reflects the previous alignment. The sewer line has since been realigned, and the current sewer line location is shown in Figure 2 in Section **1.3.1 Location and existing conditions**.

1.2.4 Existing facilities on site

The Contractor has permission to use the nearby MISE toilets on condition that they are cleaned daily and maintained well by Contractor.

A temporary storage facility (refer Figure 1) is available within the project site and currently contains a significant proportion of the materials for the upper storey works. Tenderers should assume that the existing storage facility is operating at approximately 80% capacity and that further available storage space will be limited throughout the project.

An additional one-way 40-foot shipping container containing materials for the ground floor works is scheduled to arrive on site in December 2026. Upon arrival, this shipping container will remain on site and be used as supplementary material storage.



1.3 Figure 1 | Provided Storage FacilitiesProject Site

1.3.1 Location and existing conditions

The below Figure 2 demonstrates the proposed project site plan.

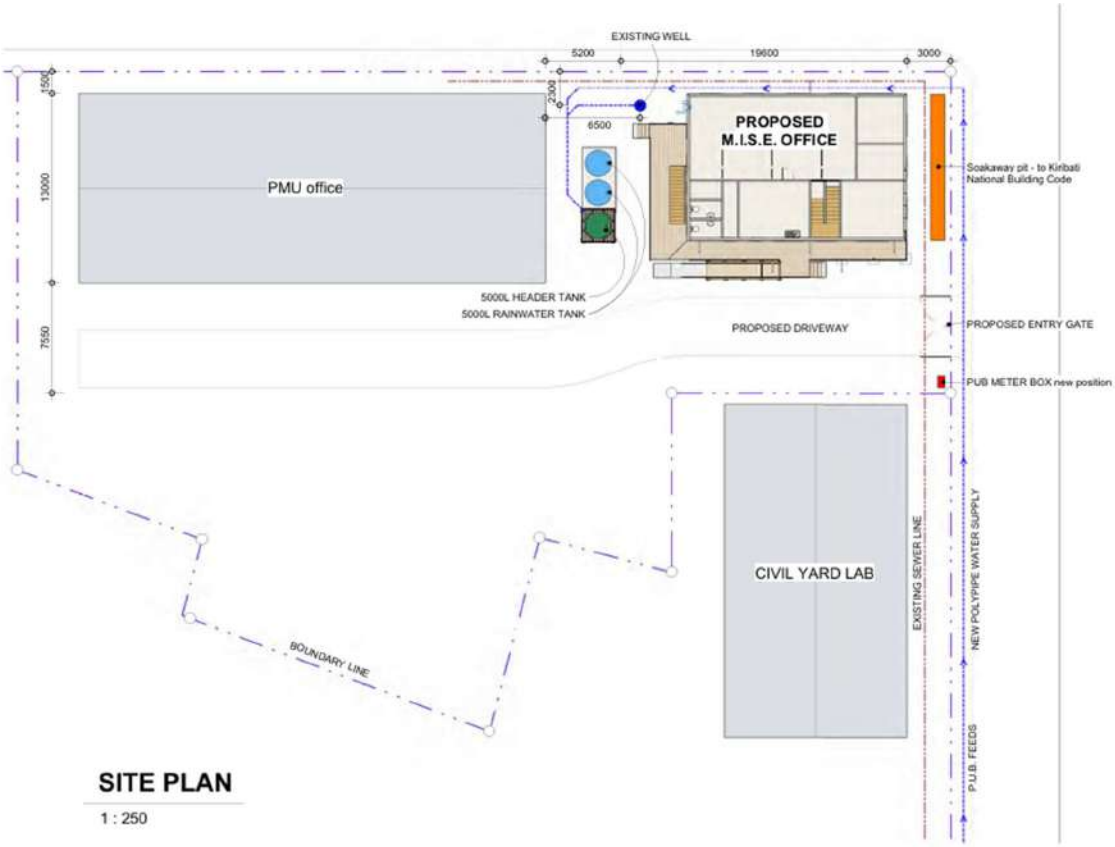


Figure 2 | Site Plan and Current Sewer and Boundary Lines

1.3.2 MISE operations

The MISE compound and PMU offices will remain operational during construction. The Contractor shall coordinate access arrangements with MISE and the Superintendent and shall maintain safe access for staff and visitors at all times.

The Contractor shall provide advance notice of any activities that may cause significant noise, vibration, temporary service interruptions or other disruptions to normal operations.

Traffic management measures shall be implemented as necessary to safely manage interaction between construction activities and MISE operations.

1.3.3 Site management

The Contractor shall carefully plan and manage site staging, access routes, material storage areas, construction work areas and vehicle movements.

Limited storage space is available within the MISE compound. Tenderers shall make allowance for the receiving, handling, storage and protection of Principal-supplied materials delivered to site.

1.3.4 Neighbouring properties

The site is located within an active urban area with adjacent roads, pedestrian activity and neighbouring properties.

The Contractor shall implement appropriate safety, traffic management, noise control, dust control and public protection measures to minimise disruption and risk to neighbouring properties and the public.

2 Contract Format

The Tender Offer will be a fixed lump sum price based on “construct only” services.

The successful Contractor will be expected to enter into a Minor Works Contract with the Principal and must comply with all requirements therein. Refer to RFT Part C for the draft Contract.

3 Scope of Works

The Contractor will provide construction services and take full responsibility for construction of the MISE Office, and support during the 12-month defects liability period. The project includes and is not limited to the following works components:

Substructure and Structural Works	• Site establishment and setting out • Excavation and preparation of foundations (including storage of spoil on site) • Concrete footings and foundations • Treated timber piles, posts, beams and floor/deck structures • Structural framing for both storeys • Roof structure • Stair structures and ramps or emergency egress components
Building Envelope	• Corrosion resistant wall cladding and roofing • Roof insulation, gutters and downpipes • External doors, windows and louvre systems • Flashings, weatherproofing and vermin protection
Internal Works	• Internal wall and linings • Internal doors and associated joinery • Preparation and installation of floor finishes (inc. waterproofing) • Installation of welded sheet vinyl flooring • Installation and fit-out of kitchenettes, toilets and storage areas • Painting and internal finishes • Installation of furniture • Cleaning and disposal of waste
Building Services (inc. commissioning)	• Electrical installations including power, lighting, data and fire detection • Plumbing and drainage systems including water supply, sewerage and rainwater systems (and connections to mains) • Mechanical services including split system air conditioning and ceiling fans • Fire safety equipment and emergency signage • IT and communications infrastructure
External and Associated Works	• Decks, ramps and access stairs • Underground service connections (electrical, sewer) • Minor earthworks to raise and level site, grade away from foundations, grade up to ramp landing and create drainage soak pit • Access road reinstatement • Site safety measures, signage and traffic management • Final site cleanup and waste removal to approved landfill location

3.1 Design Documents

The successful Contractor will ensure all buildings and other structures are constructed in accordance with the Construction Drawings and Technical Specifications, as provided in **Annexure B.1** and **Annexure B.2**.

3.2 Materials

3.2.1 Supplied by others

All permanent construction materials, furniture and fittings will be supplied by Te KAI, unless otherwise stated.

The Contractor is responsible for:

(i) Receiving, handling, storing and protecting supplied materials
(ii) Managing materials usage on site
(iii) Reporting damaged or missing materials

Where possible materials will be sourced locally, however due to local constraints the majority will be sourced internationally, shipped to Betio and delivered in shipping containers. **The Contractor may be requested to assist in devanning and transport of materials from containers in laydown areas outside of the project site.**

Cost for devanning is covered in Preliminaries, however cost for transport assistance will be covered under a Provisional Sum Rate (per trip). Refer Pricing Schedule and Contract Schedule 2 for further detail.

Indicative timeline for handover of materials is as follows:

- Local materials (sand, aggregate, blocks, tanks): On demand
- Early overseas materials package (upper storey): Already available
- Overseas materials package 2 (ground floor): **December 2026**
- Overseas materials package 3 (furniture, fixtures, and equipment): **March 2027**

3.2.2 Supplied by the Contractor

All water for concrete batching or cleaning and materials for temporary works will be supplied by the Contractor, including scaffolding, falsework, formwork, props/supports, site facilities, temporary buildings and any additional materials required to safely and securely store materials, as required.

In summary, the Contractor is responsible for:

(i) Supplying all materials required for temporary works
(ii) Supplying fresh water for concrete works and cleaning
(iii) Supplying small sundry items such as glues, sealants and fillers

3.3 Construction Program

The Contractor is required to submit a detailed construction program showing sequencing, key activities and milestones, consistent with Tetra Tech's requirements and the approved construction documentation. This must meet the below anticipated timeframes (or include reasonable justification for proposed changes):

- Expected start date: 11 January 2027
- Indicative duration: 6 months
- Defect liability period: 12 months

Note that the Construction Program should also account for mandatory training and document preparation activities which must be completed before works start on site.

3.4 Exclusions

Unless otherwise agreed in writing, the following are excluded from the Contractor's scope:

(i) Design and engineering services.
(ii) Procurement of permanent construction materials, excepting supply of fresh water for concreting and cleaning.
(iii) Obtaining or renewing building permits and environmental license, however the Contractor must comply with their requirements.
(iv) Temporary and permanent fencing (covered under Provisional Sums).
(v) Preparation of as-built drawings, however the Contractor must ensure every service has been recorded by Te KAI before covering or burying it.

4 Performance Requirements

4.1 Legislation, Building Code, Permits and Fees

The Contractor must comply with the Kiribati National Building Code, Building Permit and Environment License requirements.

The Contractor will adhere to Kiribati health and safety legislation and pursue international best practice safety management in all aspects of the work, helping the workforce gain familiarity with any new aspects.

4.2 Contract Administration

The Contractor is required to:

- **Complete pre-start preparation,** including construction planning, programming, risk assessments and controls, method statements, safeguards planning and workforce training.
- **Participate in project meetings,** including kick-off / onboarding, at minimum fortnightly site meetings, project finalization meeting, and ad-hoc meetings as requested by the Superintendent.
- **Participate in inspections and audits**, as required.
- **Prepare and submit reports,** including regular monthly and quarterly reporting, project completion report (per below Table), as well as ad-hoc reports for incidents and/or non-conformances, in a timely manner.

Report	Information Required
Monthly	• **Workforce statistics**: number of men on site, number of women on site, number of staff with disabilities, number of staff age 18 to 30. • **Progress**: short description of progress made since the previous report. • **Schedule**: any risks or proposed changes to the construction program looking forward. • **Quality**: any inspections completed or issues identified. • **Safety, environment and social safeguarding**: description and action taken for any near misses, incidents, complaints, or other risks or issues. • **Equality and inclusion**: description of progress against the Contractor's Equality and Inclusion Policy, any new actions, results, issues, risks or opportunities.
Quarterly	• Addressing all reporting requirements of the Environment License, for onward distribution to MELAD and MISE.
Final	• **Improvements in the Contractor's capabilities as a result of the project**, including in health and safety, environment management, social safeguarding, equality and inclusivity, planning, management and ability to participate in Australian funded projects. • **Staff data:** for each person who worked on the project, provide their nationality, gender, age bracket, disability status and type if applicable, and what training they attended. Names are not required. • **Participation of diverse groups:** What percentage of women and people with disability on staff felt they were able to participate meaningfully in the work? • **Comments or recommendations** for future Te KAI projects.

4.3 Safeguarding

The Contractor must:

- **Ensure compliance with Te KAI and DFAT safeguarding requirements** (Annexures B.3, B.4, B.5, B.6) and the draft Contract (refer RFT Part C).
- Allow a minimum of 1-2 days to undergo **mandatory safeguarding and child protection training**, provided by Te KAI.
- **Ensure Health and Safety,** including through proper use of a Risk Register and Safe Work Method Statements and provision of all required Personal Protective Equipment to all staff.

- **Ensure availability of First Aid provisions**, including a designated trained first aider and appropriate first aid kit onsite.
- **Ensure Environment Management,** including through development of and compliance with a Construction Environment and Social Management Plan (CESMP) as well as with the Environment License. This will include implementation of appropriate dust and noise controls.
- **Provide Social Safeguarding,** including a Contractor policy and signing of Code of Conduct by all workers, as well as supporting Te KAI Grievance Redress Mechanism (GRM) arrangements.
- **Promote Equality and Inclusion,** including a Contractor policy and adjustments to recruitment, subcontracting and workplace processes. Te KAI works jointly with Contractors towards the following Gender Equality, Disability and Social Inclusion (GEDSI) targets:
  - Recruit qualified female workers to achieve a **10% female workforce** goal.
  - Target a workforce age balance with at least **20% of the workforce between 18 and 30 years old.** This ensures construction expertise and experience is passed on to the next generation.
  - Target an inclusive workforce where at least **3% have a disability** (this is less than the average population).
  - Identify and propose which parts of the scope can be delivered using KIT-certified construction workers with disabilities, in partnership with Te Toa Matoa and with additional support from Te KAI.
- **In the event of an incident**, whether safety, social, environment or otherwise, comply with the below reporting requirements.

Incident Severity	Definition	Reporting Requirements	Recipients
Minor	Causing no injuries and/or easily remedied failure of safeguards performance measure and/or little or no environmental damage.	1. Contractor to complete investigation and submit incident report to Superintendent.	Superintendent
Moderate	Injuries not considered serious and/or some low-level environmental damage that is easily remediated.	2. Contractor to notify Superintendent. 3. Contractor to complete investigation and submit incident report to Superintendent within 2 working days. 4. Principal to submit incident report to DFAT within 3 working days.	Superintendent, Principal, DFAT
Major or Near Miss	Death of a person, a serious injury or illness, or a dangerous incident or near miss that exposes or would have exposed someone to a serious risk, even if no one is injured, and/or moderate to significant environmental damage.	5. Contractor to notify Superintendent immediately. 6. Contractor to provide preliminary incident report to Superintendent within 24 hours. 7. Principal to submit preliminary incident report to DFAT within 24 hours. 8. Contractor to complete full investigation and submit final incident report to the Principal within 2 working days. 9. Principal to submit final incident report to DFAT within 3 working days.	Superintendent, Principal, DFAT
Social Safeguarding incident	Any potential incident related to Child Protection, SEAH or Modern Slavery risks	10. Contractor to notify the Principal immediately (same day). 11. Notification to be made directly to Superintendent and/or Safeguarding Focal Point. Alternatively, the Contractor can make the notification direct to the Tetra Tech corporate team at ldv.safeguarding@tetratech.com 12. Principal to submit incident report to DFAT within 24 hours. 13. Contractor to liaise and cooperate with Principal on incident investigation and resolution.	Superintendent, Principal, Safeguarding Focal Point or Tetra Tech corporate team, DFAT

4.4 Site Management

The Contractor will:

- **Take full responsibility for the construction site** for the duration of the works.
- **Establish and manage all aspects of site** safety, social and environmental impacts, temporary power and water, traffic management, and protection of existing assets, buildings and vegetation. This includes establishment of site project signboards (including contact details for public complaints), warning signage both externally and internally, and traffic control.
- **Carefully consider and manage traffic control,** considering pedestrians, machinery, cars and motorbikes.
- **Establish and maintain a suitable site office** and associated facilities for the duration of the works (or negotiate the use of nearby facilities such as the MISE lab or projects office).
- **Complete a dilapidation survey** prior to start of works.
- **Strategically plan site areas** for construction vs. storage vs. traffic vs. communal zones (and/or others as required) and communicate any updates to zoning to all workers and the Superintendent.
- **Establish bunded and secure storage** for hazardous materials according to Environment License requirements.
- **Maintain a clean site including removal of waste** in accordance with Environment License requirements and Betio Town Council regulations. Ensure provision of appropriate bins.
- **Provide for all security**, including personnel, locks/chains, equipment and facilities required to maintain 24-7 security on the site from mobilization through to handover. This includes assessing, repairing and maintaining the site safety barriers.
- **Manage access to the site,** including provision of site inductions, escorting of visitors, and preventing and actioning access by unauthorized persons.

4.5 Quality Assurance

The Contractor must:

- **Ensure compliance with all technical requirements**, as per the Design Drawings and Technical Specifications (refer Annexures B.1 and B.2).
- **Ensure Quality Assurance,** including self-testing and close collaboration with the Superintendent and MISE.
- **Allow for inspections,** including development of and compliance with Inspection and Testing Plans (ITPs), and regular and ad hoc inspections by the Superintendent, MISE, MELAD and others.
- **Register, address, track and close out identified non-conformances**.
- **Submit all Requests for Information (RFIs) to the Superintendent** in a timely manner so as to minimize impact to the construction program.
- **Rectify defects** identified at inspections.
- **Cooperate with an accessibility audit by Te Toa Matoa** (to be arranged and paid for by Te KAI).

4.6 Temporary Works and Services

All temporary works to achieve the scope are the responsibility of the Contractor. This includes:

- **Supply of** construction site signage, scaffolding, formwork timber and nails, coverings for stockpiles of sand and aggregate, fresh water for concrete, concrete settling ponds, ground compaction, concrete curing, traffic management cones and signs, appropriate materials storage facilities and hire of machinery or equipment as required (refer RFT Part D – Section 9.2).

4.7 Third Party Stakeholders

The Contractor is expected to ensure the Superintendent is aware of and included in any communications with Third Parties. The Contractor will, at a minimum, be expected to participate in:

- **Community engagement,** including notifying surrounding community members and MISE of upcoming potentially disruptive work, and timely, sensitive and respectful handling of complaints.

- **Stakeholder engagement,** including weekly site meetings with the Superintendent and clear, timely coordination with other stakeholders, as required and directed.
- **Coordination with a Construction Manager engaged through TCS,** who will be given select delegation of Superintendent responsibilities as a Superintendent Representative when the works start. Note, the TCS Construction Manager does not replace Contractor's construction management, but will be present on site to assist the Superintendent with appropriate supervision and to provide guidance to the Contractor on construction of the TCS Kitset building system, as needed.

4.8 Testing, Commissioning and Handover

The Contractor shall:

- **Complete all testing and commissioning** including testing of electrical and mechanical systems.
- **Provide operation and maintenance training** to nominated building users and operators.
- **Complete handover** of keys, manuals, warranties and test certificates
- **Be available and responsive during the Defects Liability Period** to address identified defects for 12 months (in accordance with contract conditions).

4.9 Key Contract Activities and Deliverables

The following Table summarizes key activities and deliverables the Contractor will be expected to participate in, develop and/or contribute to.

Stage	Activity	Deliverables / Tasks	Te KAI Support
Contract negotiation	**Contract execution**	1. Signed Contract 2. Tetra Tech due diligence survey response 3. Workforce CVs / certifications / licenses / evidence of competency 4. Subcontractor company profiles and CVs	N/A
Pre-start	**Construction planning**	5. Construction Program 6. Construction Risk Register 7. Safe Work Method Statements	Assistance if requested
	Preparing for health and safety, environment and social safeguarding, and GEDSI	8. Signed Safeguarding Code of Conduct (all staff) 9. Signed Tetra Tech Vendor Code of Conduct (one for company overall) 10. Police checks for staff and subcontractors	N/A
		11. Contractor Health and Safety Commitment and Policy 12. Contractor Social Safeguarding Policy 13. Contractor Equality and Inclusion Policy	Assistance if requested
		14. Contractor site specific Health and Safety Management Plan 15. Construction Environment and Social Management Plan (CESMP)	Assistance if requested
	Insurance arrangement Note, the Tenderer's price in the RFT Part D Financial Proposal must include insurance costs in the Pricing Schedules and overall lump sum price.	16. Insurance Certificates *Note, these must include name of the Project, the Contractor and the Principal* **Works Insurance** must be provided for the total works value plus 20%**.** The Kiribati Insurance Company provides Works Insurance as 'Contractors All Risk Insurance', typically charging 3% of the works value. **Public Liability Insurance** must be provided to the value of **AUD $1,000,000.** The Kiribati Insurance Company provides Public Liability Insurance at a cost of 1% of the sum insured. **Employee Insurance** must be provided in accordance with statutory requirements applicable in Kiribati	N/A *(Cashflow concerns may be discussed and considered as part of Contract negotiations to manage upfront insurance costs)*

Stage	Activity	Deliverables / Tasks	Te KAI Support
	Permits	N/A	Environmental License and Building Permit are obtained by Te KAI
	Onboarding	17. All staff to attend	Provided by Te KAI
Start up	**Site establishment**	18. Site induction	Initial as part of onboarding
		19. Establishment of Grievance Redress Mechanism (GRM)	GRM by Te KAI
		20. Site sign-in register 21. Site signboards 22. Printed copies of drawings, construction specification and reports to be available in the site office at all times	Template assistance if requested
	Safeguarding	23. Implementation of safety, safeguarding and GEDSI measures and initiatives	Assistance if requested, GEDSI training provided
		24. Notify community members of upcoming works and arrangements	To be completed together
Construction	**Contract administration**	25. Monthly Progress Claims 26. Variation Price Requests and/or Variation Orders 27. Updates as required to Construction Program, Risk Register, Safe Work Method Statements and other construction planning documentation	Template assistance if requested
	Safeguarding	28. Ongoing implementation of safety, safeguarding and GEDSI measures and initiatives 29. Fortnightly site safety inspection records	Assistance if requested
	Quality assurance	30. Requests for Information (RFIs) 31. Quality inspection and test results 32. Defect rectification reports 33. Results of any inspections by local authorities or other external stakeholders 34. Requests for inspections by the Superintendent and MISE	Template assistance if requested
	Meetings and documents	35. Weekly Toolbox talks 36. Fortnightly site meeting and minutes (MoM)	Assistance if requested
	Reporting	37. Incident reports or complaints 38. Monthly progress reports 39. Quarterly environment report 40. Final report	Template assistance if requested
	Resource Management	41. List of materials received on site, and checked out/in 42. Quantity estimates and specifications for additional material required	Assistance if requested
	Training	43. Record of training(s) attendance 44. Refresher GEDSI training every 6 months	GEDSI training provided
Handover	**Planning and handover arrangement**	45. Testing and commissioning incl. reports 46. Handover training and report 47. All manuals and keys	Assistance if requested

Stage	Activity	Deliverables / Tasks	Te KAI Support
		48. As-Built drawings 49. Accessibility audit report 50. Operations & Maintenance Manual (O&M)	Arranged by Te KAI
Defects Liability Period (12 months)	**DLP management**	51. Register of defects reported at Practical Completion 52. Defect rectification reports	Prepared by Te KAI

5 Annexures

Annexure B.1 – Design Drawings

Annexure B.2 – Technical Specifications

Annexure B.3 – Contractor Health and Safety Commitment

Annexure B.4 – Child Protection Policy

Annexure B.5 – Prevention of Sexual Exploitation, Abuse or Harassment

Annexure B.6 – Safeguarding Code of Conduct

Annexure B.7 – UXO Certificate