



Fiji Program Support Platform – Request for Tenders

**45 Schools Water,
Sanitation, & Hygiene
(WASH) Development
Program**

**Construction Services
Panel**

FPSP-RFT-2026-035

August 2026

PART B – Response Form

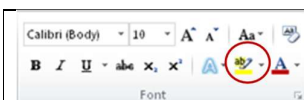
FPSP-RFT-2026-035

Part B – Response Form

All Tenders must include a completed Part B – Response Form

Instructions for Respondents:

- The purpose of this Part B is to provide a structure for Tenders submitted for the above referenced RFT. It is important that Respondents do not change the structure (section headings and sequence etc.). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before completing this Response Form, Respondents are asked to please make sure that you have read the Request for Tenders (RFT) in full and understand the requirements, information and scope provided.
- If anything is unclear or you have any questions, Respondents must reach out to the Contact Officer stated in Part A prior to the deadline for questions also stated in Part A.
- 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'.

Checklist for Respondents

Task	✓
1. Complete all sections of the Response Form.	
2. Ensure all supporting documents or sections answered in a separate file are attached and referenced in this Response Form.	
3. Delete all 'supplier tip' boxes from the Response Form.	
4. Remove all yellow highlight from the Response Form.	
5. Arrange for the declaration to be signed.	
6. Arrange for the Tender to be delivered electronically as specified in the Request for Tenders (RFT) before the Closing Date and Time.	

1 About the Respondent



Supplier tips

The purpose of this section is to provide basic information about the Respondent organisation and nominate the Respondent Point of Contact for the duration of the RFT.

- 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 member of the group. Copy and paste the table as appropriate. A lead entity for the joint/consortium Tender must be nominated as the party with whom Abt Global will contract. Provide only one Point of Contact for your joint/consortium Tender.
- Respondents must attach copies of all supporting documentation for their organisation as listed in Table 3 of the RFT Part A.

1.1 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 deliver the Project set out in this RFT and detailed in Part C – Scope of Works Overview.

OR

This is a [joint/consortium] Tender by [insert the name of the lead organisation] and [insert the name of the other organisation/s] (together the Respondents) to deliver the Project set out in this RFT and detailed in Part C – Scope of Works Overview.

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:	[insert the relevant registration number/details of your organisation 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:	[TIN Number / if overseas please state]



RESPONSE FORM

1.2 Our Point of Contact

Item	Detail
Contact person:	[name of the person responsible for communicating with Abt Global for the purposes of this RFT]
Position:	[job title or position]
Phone number:	[landline]
Mobile number:	[mobile]
Email address:	[work email]

1.3 Supporting Documents

Confirmation and details as to the Supporting Documents listed in Table 3 of Part A of this RFT.

Item	Response
This Tender attaches all relevant Supporting Documents stated in Table 3 of the RFT Part A.	☐ Yes ☐ No – details below.
Details of any Supporting Documents not provided:	
[insert if relevant – Document not provided]	[reasoning/justification for not providing]

2 Technical Response



Respondent tips

The purpose of this section is to provide your substantive response to the Project requirements as set out in this RFT and detailed in Part C: Scope of Works and demonstrate your organisation's capability to deliver.

- Your responses in this section may be included directly within this Response Form or provided as a separate attachment. If you provide a separate attachment, you must:
 - indicate that you have done so within this section; and
 - follow the same structure as the sections below and address each of the sections directly and fully as a response to this Section 2.
- If any information you provide is commercially sensitive to your organisation you must mark the information 'commercially sensitive' or 'Confidential Information'.
- If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into the Tender in the relevant section. Do not submit the whole brochure/document separately.
- If you are submitting a response for more than one component of the Project, your responses must be detailed individually and specific to each component. However, a value for money proposition is encouraged and should be made clear in your financial response below.
- You may include information not specifically requested by us in your Tender but only if it adds value and is relevant to the Scope of Work.
- If there is anything that you do not understand ask the Contact Officer to clarify.

2.1 Responses addressing the Comparative Evaluation Criteria



Respondent tips

- Here you are asked to respond to the Evaluation Criteria set out in Section 3.2 of Part A of this RFT in accordance with the structure and indicative page limits provided below.
- Consider the weighting and scoring method for all aspects of the Evaluation Criteria and take this into account when deciding the type of information and level of detail to include.

2.1.1 Social Procurement and Localisation Response

Respondents must provide a structured response addressing the following:

- Understanding of social procurement in the context of the Project
- Proposed approach to maximising local economic participation
- Approach to engaging local suppliers, subcontractors and SMEs
- Approach to engaging women-led businesses where available
- Proposed workforce development initiatives, including:

- local employment opportunities
- apprenticeships
- internships
- tertiary student attachments
- Approach to skills transfer and capacity building of local workforce
- Approach to supporting GEDSI outcomes through procurement and delivery activities
- Examples of relevant experience delivering social procurement outcomes on similar projects

This section provides supporting information only and will be assessed as part of Criteria 1 – Project Appreciation and Methodology in Section 3.2.

Section	Description	Page limit (indicative)
Cover Letter	Optional.	1 page max.
Executive Summary	Optional.	2 pages max.
Criteria 1 – Project Appreciation and Methodology	Required. Should include: • Understanding of the Project objectives and delivery environment • Proposed methodology for delivery of the Pilot School Works and future Work Orders • Construction staging and sequencing approach (including procurement lead times, procurement activities and off-site work) • Resource allocation and mobilisation strategy • Program management approach • Risk identification and mitigation measures • Quality assurance and quality control methodology • Approach to managing dust, noise, access restrictions, and maintaining safe school operations during construction • Approach to maximising site activity during the school holiday period (7 December – 22 January) to enable uninterrupted delivery and reduce safeguarding exposure • Social Procurement and Localisation □ Demonstrated understanding of social procurement principles and their application to the Project; □ Approach to supporting local economic participation through use of local suppliers, subcontractors and service providers; □ Proposed engagement of SMEs and women-led businesses where available and capable; □ Opportunities for local employment,	10 pages max.

	workforce participation and skills transfer; - Proposed apprenticeships, internships, tertiary attachments and other workforce development initiatives; - Proposed measures to support GEDSI outcomes during project delivery; and - Examples of successful social procurement initiatives delivered on previous projects.	
Criteria 2 – Experience and Track Record	Required. Should include: - Relevant past projects and industry expertise (5 relevant case studies maximum) - Technical proficiency and qualifications - Proven track record with references - Understanding of applicable standards and regulations - Demonstrated experience on social procurement initiatives on projects.	5 pages max. plus relevant case studies
Criteria 3 – Key Personnel, Team and Capacity	Required. Should include: - Relevant qualifications and certifications - Experience in similar roles and projects - Project-specific organisation structure and chart (including subcontracting arrangements) - Stakeholder management skills - Availability and commitment to the Project - CVs for personnel proposed for key roles dedicated to the project - Details of personnel and resourcing proposed for the Project (<u>mandatory</u> structure for this list is provided below in Table 1; note response must still address the above listed points) - Capacity to deliver multiple Work Orders concurrently under a Panel arrangement, including resource scaling, geographic deployment capability, and workforce allocation across multiple school sites in Fiji	5 pages max. plus required CVs (2 pages max. each).

Table 1: [MANDATORY] Proposed Personnel Details

ROLE	NAME	LOCATION	CURRENT AND POTENTIAL FUTURE WORKLOAD, CAPACITY, AVAILABILITY AND PROPOSED INVOLVEMENT	INVOLVEMENT IN PREVIOUS PERFORMANCE PROJECTS AND OTHER RELEVANT EXPERIENCE	QUALIFICATIONS ETC
[XX]	[XX]	[XX]	[XX]	[XX]	[XX]

2.2 Assumptions



Respondent tips

- Please state any assumptions you have made in relation to the Project or the Scope of Works.
- Where you have made assumptions in relation to the costs and pricing information, please state these in the next section.

3 Price



Respondent tips

- The Respondent must state its Offered Price in Fiji Dollars in total and also in detail as required by this Section 3.
- Any charge not stated as being additional items detailed in this Section 3 will not be payable by Abt Global.
- In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of the Scope of Works and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Scope of Works.
- Respondents should consider the weighting and scoring method for any financial and Value for Money aspects of the Evaluation Criteria and take this into account when deciding the type of information and level of detail to include.
- If you are submitting a response for more than one component of the Services, your responses must be detailed individually and specific to each component. However, a value for money proposition is encouraged and should be made clear in your financial response.

3.1 Total Offered Price

The Respondent must provide a total Offered Price for the Pilot Schools Works comprising separate lump sum prices for Nabua Primary School and Nabua Secondary School.

The total Offered Price and each Pilot School lump sum must be stated in FJD, exclusive of VAT, with VAT shown separately.

The Pilot Schools lump sum prices are fixed prices and are not subject to rise and fall. The final agreed scope and BOQ for each Pilot School will be confirmed prior to Contract award, and the accepted lump sum will apply to delivery of that scope unless a variation is approved in accordance with the Contract during project delivery.

The Respondent agrees that the Offered Price detailed in this completed Part B will be deemed to include the cost of complying with the full Scope of Works as described and inferred by this RFT including the relevant documents and requirements within the Scope of Works Overview at Part C, Scope of Works Appendices at Part D and the Draft Contract at Part E and the cost of complying with all matters and things necessary or relevant for the due and proper performance of the Contract.

The total Offered Price must be prepared having regard to the social procurement and localisation requirements set out in Part A, including the Respondent's proposed social procurement and localisation approach. Where the Respondent proposes social procurement initiatives that have an associated cost, the Respondent must identify those costs separately and indicate whether they are included in the total Offered Price or are proposed as an additional cost. This should include, where applicable, costs associated with apprenticeships, internships, tertiary attachments, training or upskilling, local supply chains, engagement of SMEs, women-

led businesses, community members (including women's groups), or other initiatives proposed to achieve social procurement and localisation outcomes.

Any social procurement-related costs identified by the Respondent will be considered as part of the commercial assessment and overall value for money assessment, consistent with Part A, Sections 2.9, 3.1 and 3.2.2.

Respondent's Total Offered Price comprises the following mandatory pricing submissions:

Part 1 – Pilot Schools Lump Sum Price:

Nabua Primary School: [FJD \$XX (VAT exclusive)]

Nabua Secondary School: [FJD \$XX (VAT exclusive)]

Part 2 – Schedule of Rates

Total Pilot Schools Offer Price: [FJD \$XX (VAT exclusive)]

3.2 Pricing schedule

The Respondent must provide a separate lump sum for each Pilot School, supported by completed and priced Bill of Quantities (BOQ) using the template provided. Each BOQ must identify, at a minimum:

- preliminaries;
- labour;
- materials;
- plant and equipment;
- subcontracted works;
- overheads;
- margin; and
- contingency (if proposed).

The Respondent must also provide a completed Schedule of Rates covering labour, plant, materials and standard work items typical of the WASH scope described in Part C. Rates must include applicable preliminaries, margin and overhead assumptions and identify any proposed location, access or logistics loadings.

Provisional sums must be separately identified and must not be included in the lump sum total without disclosure.

3.3 Proposed Milestone payment structure

The Respondent agrees that payments under the Contract throughout delivery of the Project will be made on a milestone basis. The Respondent must propose a Milestone structure for payments

to be made under the Contract using the table below. The total amount for Milestone payments must not include any contingency sum.

The proposed milestone structure is subject to acceptance by Abt Global and will be subject to the terms of the Contract.

#	Project Payment Milestone:	Percentage Payment/s	Total Cost FJD (VEP)
[XX]	Project Mobilisation	[XX]	[XX]
[XX]	Progress Payments (insert frequency and details if relevant)	[XX]	[XX]
[XX]	(insert other or different Milestones if proposed)	[XX]	[XX]
[XX]	Practical Completion	[XX]	[XX]
	Milestone Total	100%	[XX]

3.4 Value for Money offering



Respondent tips

- Here you are asked to respond to the Evaluation Criteria for Value for Money set out in Section 3.2 of the RFT Part A.
- Consider the weighting and scoring method for all aspects of the Evaluation Criteria and take this into account when deciding the type of information and level of detail to include.
- Responses should address:
 - Pricing assumptions and risk allocation
 - Alignment of pricing with methodology and construction sequencing
 - Cost realism and whole-of-life cost considerations
 - Efficiency measures or innovations impacting cost
 - Any departures from the Draft Contract affecting pricing
 - Sustainability and social procurement considerations where they influence cost or value
 - Costs associated with social procurement initiatives such as apprenticeships, on the job training, upskilling initiatives, use of local supply chains, and involvement of community members (including women's groups).
- Respondents should also describe how their pricing approach supports social procurement outcomes, including use of local suppliers, SMEs, and workforce development initiatives where cost efficiencies or value enhancements are achieved.
- Any proposed value for money offering that has an associated cost must clearly identify that cost and whether it is included in or additional to the total Offered Price.

3.5 Variation Pricing Schedule



Respondent tips

- The Respondent must provide details of any proposed personnel rates that may apply to additional services, approved variations, or other activities outside the normal delivery of the Works, where such activities are not otherwise covered by the Schedule of Rates submitted with the Tender.
- The Respondent must identify the relevant personnel role, applicable unit rate and the circumstances in which the rate would apply.

Personnel Role	RATE (VAT exclusive)
[insert all roles as relevant]	
[Project Manager]	[\$ X]
[Construction Manager / Technical Manager] (if applicable)	[\$ X]
[Engineer / Technical Specialist (if applicable)]	[\$ X]

The Respondent acknowledges that construction-related variations, additional works and future Work Orders under the Panel arrangement will be priced in accordance with the Schedule of Rates submitted with the Tender.

The Schedule of Rates will apply to construction activities including, but not limited to, labour, plant, materials, equipment and standard work items.

Unless otherwise agreed in writing by Abt Global, costs associated with normal project delivery, including project management, supervision, administration, labour, plant, materials, subcontractors, overheads and margin, are deemed included within the Pilot Schools lump sum pricing and/or applicable construction Schedule of Rates.

3.6 Assumptions



Respondent tips

- Please state any assumptions you have made in relation to the cost and your pricing and financial offering detailed in this Section 3.
- Where you have made assumptions in relation to the delivery or technical aspects of the Scope of Works, please state these in Section 2 above.

4 Draft Contract Compliance



Supplier tips

- In Part E of this RFT, we have provided the Draft Contract that Abt Global intends to engage the successful Respondent for the Project. We need to know whether or not you are prepared to do business based on the Draft Contract.
- If you have any points that you wish to make about the Draft Contract this is where you tell us. Note below any suggestions or changes you wish to propose or request along with the reasoning and justification for your request.
- 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 Abt Global will take into account each Respondent's willingness to meet the Draft Contract terms and conditions.

Choose one and delete the other:

Having read and understood the Draft Contract, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Draft Contract, or such amended terms and conditions of Contract as are agreed with Abt Global following negotiations.

OR

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

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 at least two referees for your organisation by filling out the table below for however many referees you want to provide. 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.

Referee Number [INSERT]	
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]

6 Insurance Details



Supplier tips

- To assist the Respondent to demonstrate its ability to satisfy the evaluation criterion described in the RFT and to assist Abt Global in evaluating this Tender, the Respondent is requested to provide details of the insurances which it has or proposes to put in place for the purposes of the Contract.
- If the Respondent wishes to lodge its Tender on a Joint Bid Basis, it is requested to provide any information in this Section 6 which it considers relevant to proposed joint bid arrangements (as applicable).

Do the terms of all insurances which the Respondent has or proposes to put in place for the purpose of the Contract comply with all requirements in the Draft Contract?

Yes/No

Do the levels of all insurances which the Respondent has or proposes to put in place for the purpose of the Contract comply with the levels of insurance in the Draft Contract?

Yes/No

RESPONSE FORM

The Respondent is requested to provide details of the terms and levels of the insurances which the Respondent has or proposes to put in place for the purpose of the Draft Contract in Part E, including as set out below:

INSURANCE TYPE	INSURER AND BROKER	RATING	POLICY NO	IS THE RESPONDENT A NAMED INSURED?	COVER	POLICY PERIOD	DEDUCTIBLE
PUBLIC LIABILITY INSURANCE				[YES/NO] [IF NO, PROVIDE DETAILS]	IF WRITTEN ON OCCURRENCE BASIS: \$[INSERT] each and every occurrence IF WRITTEN ON CLAIMS MADE BASIS: \$[INSERT] per claim \$[INSERT] in aggregate Worldwide limits: Jurisdictional limits:		
WORKERS COMPENSATION INSURANCE (IF REQUIRED BY LAW) (AND IF APPLICABLE, EMPLOYERS LIABILITY INSURANCE)				YES/NO [IF NO, PROVIDE DETAILS]	Prescribed by Statutory Requirement in the State or Territory in which the Services are performed or the Respondent's employees perform work, are employed or normally reside. Relevant States and Territories:		

RESPONSE FORM

INSURANCE TYPE	INSURER AND BROKER	RATING	POLICY NO	IS THE RESPONDENT A NAMED INSURED?	COVER	POLICY PERIOD	DEDUCTIBLE
					If the Services are performed or the Respondent's employees perform work, are employed or normally reside in Western Australia or any jurisdiction outside Australia, Employers Liability Insurance: \$[INSERT]		
PROFESSIONAL INDEMNITY INSURANCE				YES/NO] [IF NO, PROVIDE DETAILS]	\$[INSERT] per claim \$[INSERT] in aggregate Worldwide limits: Jurisdictional limits: Retroactive Date:		
[IF APPLICABLE – INSERT OTHER INSURANCES REQUIRED UNDER THE DRAFT CONTRACT]							

7 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
RFT Process, Terms and Conditions:	I/WE have read and fully understand the RFT, including the requirements and RFT Terms and Conditions set out in Part A. I/we confirm that the Respondent/s agree to be bound by them.	[agree / disagree]
Collection of further information:	The Respondent/s authorises Abt Global and Australian Department of Foreign Affairs and Trade (DFAT) to: a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client b. use such information in the evaluation of this Tender. The Respondent/s agrees that all such information will be confidential to Abt Global and DFAT.	[agree / disagree]
Requirements:	I/we have read and fully understand the nature and extent of the RFT Information at Part A, Scope of Works Overview at Part C and Scope of Works Appendices at Part D. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the requirements stated therein and will be available to deliver throughout the relevant Contract period.	[agree / disagree]
Ethics:	In submitting this Tender, the Respondent/s warrants that it: c. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor or potential Respondent	[agree / disagree]



RESPONSE FORM

- d. has not directly or indirectly approached any representative of Abt Global or DFAT (other than the contact personnel to lobby or solicit information in relation to the RFT
- e. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of Abt Global or DFAT .

Offer Validity Period:	I/we confirm that this Tender, including the price, remains open for acceptance for the period stated in the RFT	[agree / disagree]
Conflict of Interest declaration:	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 Services. Where a Conflict of Interest arises during the RFT process the Respondent/s will report it immediately to the contact personnel.	[agree / disagree]
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:

- the information provided is true, accurate and complete and not misleading in any material respect; and
- the Tender does not contain Intellectual Property that will breach a third party's rights.

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 Project.

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 they have been authorised by the Respondent/s to make this declaration on its/their behalf.

Signature:

Full name:

Title / position:

Name of organisation:

Date: