

Chronology

Lautoka Swimming Pool Development Project

The council with the development of the IAAF Certified Synthetic Athletic Track Project at Churchill Park with the assistance of the Government in August, 2015, had decided to carry out swimming pool development project at Lautoka Botanical Garden site.

The proposal started with a submission to Ministry for construction of a facility with pools for all users comprised of two (2) pools, a competition pool of FINA compliance (size) 50m x 8 lanes, a community pool of 25m x 6 lanes and associated facilities.

The council also decided to call for tender for consultancy services.

The chronology of events following the above is as detailed below:-

A. Appointment of Project Lead Consultant – Ashok Balgovind & Associates

1. Minutes of Council's Management Meeting – August 18, 2015

Res 1302

1. Council to make a submission to Ministry of Local Government, Housing and Environment.
2. Tender be called for architectural consultancy services.

2. Minutes of Council's Management Meeting - September 23, 2015.

2.1 Res: 1459

The council called for Tender for Consultancy Services which was advertised in the Fiji Sun on September 2, 2015 and September 5, 2015 with closing dated of Tender on September 18, 2015.

On the request of the consultants the closing date was extended to September 25, 2015 and this was advertised in the Fiji Sun on September 16, 2015 and September 19, 2015.

3. Minutes of Council's Tender Committee Management Meeting - September 28, 2015.

3.1 Res: 1511

The council's Tender Committee opened the Tenders and registered the following Tenders:-

- i. Erasito Consultants Ltd
- ii. Pacific Risk Consulting Ltd
- iii. Arch & Build (Fiji) Ltd
- iv. Sharma Design Group
- v. Ashok Balgovind & Associates

4. Minutes of Councils Management Meeting - October 7, 2015.

4.1 Res: 1574

The council considered the Tenders received was as follows:-

	Tenderer	Fee Proposal		Notes
		Concept Design (\$ VIP)	Detail Design & Project Management (\$ VIP)	
1.	Houng Lee Kaba Jacob Ltd	\$51,750.00	\$920,000.00	
2.	Arch & Build (Fiji) Ltd	\$12,000.00	\$83,000.00	
3.	Sharma Design Group	\$28,750.00	5% of Project Cost	
4.	Pacific Risk Consulting Engineers Ltd	\$16,000.00 + Vat = \$18,400.00	\$88,000.00 + VAT = \$101,200.00	
5.	Ashok Balgovind & Associates	\$17,250.00	\$139,150.00	Fee based on \$2,000,000.00 Project Estimate Cost at the rate of 6.8%
6.	Erasito Consultants Beca Ltd	\$100,000.00 + VAT = \$115,000.00	TBC – to be considered on project definition and concept phase.	

* The Tenders were at 15% VAT.

4.2 The council considered the above Tenders and noted that Erasito Beca Consultants Ltd and Houng Lee Kaba Jacob Ltd were both firm with vast experience but their Tender was beyond council's budget allocation and short listed to invite Sharma Design Group, Pacific Risk Consulting Engineers Ltd, Arch & Build (Fiji) Ltd and Ashok Balgovind & Associates for an interview.

4.3 Res: 264, 265, 266

- Ashok Balgovind & Associates was interviewed on February 19, 2016.
- Arch & Build (Fiji) was also interviewed on February 19, 2016
- Sharma Design Group was interviewed on February 24, 2016.
- Pacific Risk Consultancy Ltd did not turn up for the interview.

5. Minutes of Council's Management Meeting – April 21, 2016.

5.1 Res: 543

The council's management with the assistance of Mr. Andrew Singh of WesEng Consulting Ltd, the interview was conducted the interview of the short listed consultants.

Ashok Balgovind & Associates and Arch & Build (Fiji) Ltd were interviewed on February 19, 2016 and Sharma Design Group on February 21, 2016.

Pacific Risk Consulting Engineers due to cyclone Winston deferred the interview to a later date and upon further enquiry to fix a date for interview had vide electronic mail dated April 1, 2016 had withdrawn interest due to work commitment.

- 5.2 From the three (3) consulting firms interviewed, the panel found Arch & Build (Fiji) Ltd was newly established firm with limited resources and experience in such nature of projects, therefore was eliminated from the evaluation process.

Ashok Balgovind & Associates and Sharma Design Group both had capacity to undertake the project.

- 5.3 The above was considered by the council and in comparison Sharma Design Group for concept design was higher than Ashok Balgovind & Associates and detail design was 5% of the project cost.

- 5.4 The council considered the Tender of Ashok Balgovind & Associates fee based on 6.8% of \$2,000,000.00 estimate project cost and recommended to accept and offer the Tender to Ashok Balgovind & Associates at a lump sum fee for the concept design and detail design & project management as tabulated above.

- 5.5 The above council's recommendation, [Res: 543/04/15] with all the Tenders received were referred to the Ministry for further consideration.

6. Ministry's Approval

- 6.1 The Ministry after due consideration and vide electronic mail dated July 19, 2016 from the then Director of Local Government, Mr. Azam Khan had approved Ashok Balgovind & Associates to be appointed as Consultant for the project with immediate effect and that the competitive pool be increased from 8 to 10 lanes.

7. Minutes of Council's Management Meeting - July 21, 2016.

7.1 Res: 1032

The above approval of the Ministry was considered by the council and vide council's letter dated July 27, 2016, Ashok Balgovind & Associates was offered the Tender on a lump sum fee based on 6.8% of the \$2,000,000.00 project estimate cost plus VAT and fee proposed for concept design was \$15,000.00 VEP and detail design including project management was \$121,000.00 VEP.

8. Ministry's Site Visit to Botanical Garden.

- 8.1 Ashok Balgovind & Associates had prepared a Concept Design and made a presentation to the Line Ministry after which the Ministry had a site visit on August 21, 2016 to select the location of the site.

It was decided that the swimming pool development to be towards the higher end of the Botanical Garden on elevated area (opposite the Fenner Park). The consultant was asked to include a site set out plan in the Concept Design.

(Note: The council had not sighted the Concept Design at this stage. In the council's initial proposal, the site proposed by council was on lower end of Botanical Garden on flat land (opposite the IYC Park). The location proposed by the Ministry required substantial earth works with cut and fill and compaction with added cost to the project.

However, the location was selected as it was idle land with overgrowth of vegetation).

9. - The council awaited for the acceptance of the above Tender offer and due to no response from Ashok Balgovind & Associates, the council again vide letter dated August 23, 2016 enquired on the said offer and requested for a meeting.
- **August 24, 2016** - Ashok Balgovind & Associates responded to council's offer on their tender and advised council that the cost may be more or less depending on the scope to be finalized.

10. Minutes of Meeting with Ashok Balgovind & Associates – August 26, 2016.

10.1 Res: 1199

Ashok Balgovind & Associates was represented by Mr. Rohitash Balgovind and he presented the concept design which was earlier presented to the Ministry.

The siting of the development was as the location identified by the Ministry and the proposal was with 10 lane competition pool, 4 lane warm up pool and 4 lane community pool. The concept further included sports village with 1,000 seater stadium.

- 10.2 The council advised the consultant that the objective was the swimming pool development with associated facilities as in the tender requirements and other things could follow in later development phase depending on the budget.
- 10.3 The consultant was further advised of council's budget and on the said basis their tender was decided which was conducive to council's budget and should maintain its initial project estimate and the fee proposal.
- 10.4 The council noted that in the consultant's progress claim, the estimate had increased to \$3m and hence needed to be revisited as it was concern for both parties.

11. Minutes of Council's Management Meeting - September 12, 2016.

11.1 Res: 1338

The council reconsidered the consultancy fee offered by council based on 6.8% of \$2m project cost estimate which was for 8 lane swimming pool and was increased to 10 lane. This was also increase in project cost and accordingly increase in consultancy fees on percentage based fee on pro rata basis.

The council noted that the actual fee was dependent on the construction cost which would only be determined at the tender phase for contractors

12. Council's letter dated September 14, 2016 to the Ministry of Local Government.

- 12.1 The council vide letter dated September 14, 2016 informed the Ministry of the presentation by the consultant to council and that the consultant had indicated that it had in its Tender based fee on estimate project cost of \$2,000,000.00 and with increase in number of lanes will increase project cost hence increase in consulting fees and according to their fee proposal, the fee was depended on the construction cost which would be determined at the Construction Tender Phase.
- 12.2 The council further informed of the progress and obtaining statutory compliance approvals from relevant stakeholders.
- 12.3 A copy of the preliminary concept plan was also forwarded to the Ministry.

13. Stakeholders Meeting, September 28, 2016.

- 13.1 Res: 1386
This was a follow up meeting held with Ministry, the Consultant and the Suva City Council on September 22 & 23, 2016.

Present in the meeting were the management team of Lautoka City Council, the Consultant, Mr. Ashok Balgovind, Suva City Council, Mr. Asaeli Tokalau, Director Administration & Operations and Ministry of Local Government, Mr. Usaia Korodrau.
- 13.2 The meeting was to discuss on the FINA requirements and consultants meeting with Fiji Association of Sports and National Olympic Committee (FASANOC).
- 13.3 The consultant made a digital presentation of revised concept outlining a facility of an Olympic Standard Swimming Pool as follows:-
 - i. Children's or learners pool.
 - ii. Warm up or training pool.
 - iii. Competition pool
 - iv. Other associated facilities
- 13.4 The representative from Suva City Council enlightened on the operational cost of their Olympic Pool.

14. Minutes of Swimming Pool Stakeholders Meeting with Hon. Minister for Local Government Housing & Environment and Official's from the Ministry – November 23, 2016

14.1 Res: 1738

The meeting was to discuss on the project update and consultant to finalize concept plan, geotechnical engineering and project cost estimate.

15. Minutes of Council's Special Management Meeting - December 21, 2016.

15.1 Res: 1906

Ashok Balgovind & Associates Progress Claim No. 1 and Concept Plan for Proposed Swimming Pool Development with Associated Facilities at Botanical Garden.

15.2 The Concept Plan submitted by the consultant was referred to the stakeholders - Department of Town & Country Planning, Department of Environment, Fiji Roads Authority, Department of Lands & Survey, etc. for approval and required referral by the consultant to the sporting bodies, Fiji Swimming and FASANOC.

15.3 Consultants estimate on Concept Proposal was \$7,793,333.80 VIP.

15.4 The council also considered Progress Claim No. 1 of Ashok Balgovind & Associates for the sum of \$22,236.00 VIP up to Concept Design Phase and settled only 2/3 of the claim due to the Contract Agreement with Ministry for vetting.

16. Minutes of Council Management Meeting – January 11, 2017

16.1 Res: 099

Concept Design Approvals –

- Approved by Department of Town & Country Planning on December 29, 2017
- Approved in Principle by council on January 17, 2017.

17. Vetted Consultancy Agreement between Lautoka City Council and Ashok Balgovind & Associates – March 6, 2017.

17.1 The Consultancy Agreement between Lautoka City Council and Ashok Balgovind & Associates was reviewed by the consultant and referred to the Line Ministry vide letter dated September 26, 2016 for vetting.

17.2 The Ministry vide letter dated March 6, 2017 provided the vetted Contract Consultancy Agreement for the consultancy services for Planning and Design of the **OLYMPIC STANDARD SWIMMING POOL** and advised to proceed with execution of the Agreement.

17.3 The vetted Contract Agreement required Lautoka City Council to agree on a final figure as opposed to an estimate.

17.4 The council also noted that the expenses and disbursements clause was very weak. The council added an additional clause "For the purpose of expense and disbursement shall be incurred with prior approval of the council and claims shall be accompanied with documentary evidence".

18. On March 15, 2017, the Honorable Prime Minister in the opening of the new IAAF Standard Synthetic Athletic Tracks with Improved Facilities at Churchill Park announced the construction of a Modern Olympic Size Swimming Pool Complex in Lautoka to begin at the end of April (PM's speech on Government Online Portal).

19. The Council's Management Meeting – March 22, 2017.

19.1.1 Res: 503

The council considered the progress claim of Ashok Balgovind & Associates and also No. 17.3 above which required further discussion with Ashok Balgovind & Associates for the final figure on the consultancy fee. This was discussed with Mr. Ashok Balgovind.

(The council awaited for the Tender Phase). The agreement was executed on December 18, 2017 with project cost at \$12,6M.

The council further enlightens that from the initiation of the project, the council did not plan to undertake a project of this magnitude with such capital investment as council did not have the financial capacity itself after developing Churchill Park and also does not have in-house resources to understand this specialized project scope [Minutes of Council Meeting on June 22, 2016, Res: 862/06/16]. The council's intention was to provide a swimming pool facility for all the citizens of the western division with a competitive pool which complied with the FINA requirements and a community pool for leisure with investment of two (2) to four (4) million dollars only.

Referral to the project title in the Project Brief of the Tender Document and the Council's Meeting Minutes illustrates the initial intention of the council and how it changed with scope over the period of time towards finalizing of the Conceptual Design in consultation with Ministry from Proposed Swimming Pool Development with Associated Facilities to Proposed Olympic Standard Swimming Pool with Associated Facilities.

The final Concept Design was for an Olympic Standard Swimming Pool with Associated Facilities and a Kids/Learners Pool with its Associated Facilities as a totally separate facility.

An Olympic Standard Swimming Pool Facility is competitive and for high performance swimming classification which requires a competition Pool 50m x 10 Lanes, a Warm up Pool is mandatory and had provided with 25m x 8 Lanes, specialized pool equipment's, timing system, water quality control equipment's, balance tanks to maintain water quantity & level, flood lights of 1500 lux and other facilities, such as change rooms, shower rooms, public conveniences, etc.

The Kids/Learners facility is with a section of shallow pool and the balance is of depth of 1m. It has its own water filtration system in the pump rooms and the whole facility has its separate change rooms, shower facilities, public conveniences, etc.

PROJECT COST & BUDGET

The Project Cost after the tender phase stands at \$14,097,153.47 VIP (as tabulated below), apart from some Variations which are being evaluated and verified by Lead Consultant and

Quantity Surveyor. The works are being carried out within the funding agreed by Government of \$12,635,753.52 VIP which includes Lead Consultants fees of 6.8 % of Project Cost and other Consultants Service Fees.

The balance of \$1,461,399.95 VIP plus any approved variations and added cost to the project would need to be considered by council as council's contribution towards the project. This includes cost of the Flood Lighting amounting \$1,147,720.00 VIP as agreed by the Line Ministry and CIU.

List of Consultants/Sub Consultants/ Contractor/ Sub Contractors.	Contract Sum	Variation/ Additional Works/Comments
ASHOK BALGOVIND & ASSOCIATES	\$826,214.78 VIP (6.8 % of Construction Cost)	Disbursements to be evaluated
QUANTECH PACIFIC	\$47,960.00 VIP	Prolongation cost if claimed
LUXURY POOL	\$4,864,125.00 VIP	Variations with consultants for evaluation
METAL WORKS & JOINERY LTD	\$3,965,200.00 VIP	Variations with consultants for evaluation
LANDMARK SURVEYING CONSULTANTS	\$13,625.00 VIP	Nil
LASER TECH ELECTRICAL	\$582,515.89 VIP	Nil
ENTECH LTD	\$16,949.50 VIP	Nil
WESENG CONSULTING LTD	\$4,360.00 VIP	Nil
HYDRAULICS	\$677,063.96 VIP	Awarded to Luxury Pool. Not interested in sanitization equipment's.
FIRE	\$8,518.35 VIP	Tender with ministry for approval
FINA EQUIPMENTS	\$1,377,884.55 VIP	Awarded to Metal Works & Joinery Ltd. 50% deposit required on execution of contract
SANITIZATION	\$279,202.55 VIP	Yet to be decided
TRAFFIC IMPACT STATEMENT	\$10,900.00 VIP	Tender with ministry for approval.
FLOOD LIGHTS	\$1,147,720.00 VIP	Tender with ministry for approval.
CIVIL WORKS IN-HOUSE	\$274,913.89 VIP	
TOTAL	\$14,097,153.47 VIP	

In conclusion, the consultancy fee computation with reduction given by Ashok Balgovind & Associates is as follows:-

NO	MAIN CONTRACTS	CONTRACT SUM (VIP)	FEE 6.8% (VEP + VAT)
1.	Contact 'A' – Luxury Pools	\$4,864,125.00	
2.	Contact 'B' – Metal Works & Joinery Ltd	\$3,965,200.00	
3.	PC Item 'E' – Electrical Works	\$ 582,515.88	
	SUBTOTAL	\$9,411,840.88 VIP	\$640,005.18 VIP
		\$8,634,716.40 VEP	(\$587,160.71 VEP)

	OTHER PC ITEMS		FEE 6.8% (VEP + VAT)	Fee – 5.8% VEP + VAT.
4.	Hydraulics – Luxury Pools. IXOM (FOC Items)	\$ 677,063.96 \$ 279,202.58 \$ 956,266.54		
5.	Competition Equipment & Screen – (Metal Works & Joinery Ltd)	\$1,377,884.55		
6.	Fire Requirements	\$ 8,518.35		
7.	Flood Light & Towers – (Provisional)	\$1,147,043.33		
	SUB TOTAL	\$3,489,712.77 VIP (\$3,201,571.34 VEP)	\$237,300.47 VIP (217,706.85 VEP)	\$201,403.34 VIP (\$185,691.13 VEP)
	TOTAL FEE Less Discount IXOM Supply & Fix Equipment	(\$ 279,202.58 VIP)	\$877,305.65 VIP	\$842,408.52 VIP \$ 16,193.75 VIP (\$ 14,856.65 VEP)
	TOTAL		\$877,305.65 VIP (804,867.57 VEP)	\$826,214.77 VIP (\$757,995.20 VEP)

The following are **ANNEXD** for reference;-

1. Project Background.
2. Tender Advertisements, Prescribed Tender Form & Tender Document, Tenders received.
3. Contract Agreement between Lautoka City Council and Ashok Balgovind & Associates.
4. Approved Concept Design Plans.
5. PM's Speech from the Government's Online Portal.
6. Project approvals.
7. Payments for Progress Claims with Payment Certificates of QuanTech Pacific (refer separate file on payments)
8. Correspondences for the appointment of Ashok Balgovind & Associates as the project lead consultant for Planning, Design & Project Management.
9. Copies of minutes of council's management meeting.

B. Appointment of Quantity Surveying Consultant – QuanTech Pacific

1. Expression of Interest (EOI) – advertised in the Fiji Sun on July 27, 2016 and August 31, 2016.
2. EOI submission closed on September 9, 2016 at 4.00 pm.

3. Minutes of Council's Tender Committee Meeting - September 15, 2016

3.1 Res: 1389

The Tender Committee registered two (2) firms that had shown interest as follows:

- Erasito Consultants
- Rawlinsons

4. Minutes of Councils Special Management Meeting – September 30, 2016

4.1 Res: 1454

Due to lack of submissions received, the council decided that the EOI to be re-advertised and the two (2) received above to be considered together with those received after the re-advertisement.

5. EOI re-advertised in the Fiji Sun on October 22, 2016 and October 26, 2016.

6. EOI submission closed on November 4, 2016 at 4.00 pm.

7. Minutes of Council's Tender Committee – November 14, 2016.

7.1 Res: 1652

The Tender Committee registered two (2) more firms – QuanTech Pacific and FMC Pacific registered interest.

8. Minutes of Council's Management Meeting – November 25, 2016

8.1 Res: 1761

There were now total of four (4) firms altogether registered for Quantity Surveying Services:-

- Erasito Consultants Ltd
- Rawlinsons
- QuanTech Pacific
- FMC Pacific

Council resolved that all the above firms to Tender for Quantity Surveying Services.

9. The Tenders closed on December 30, 2016 at 4.00 pm.

10. Minutes of Council's Tender Committee Meeting – January 11, 2017

10.1 Res: 113

All Tenders were deposited in the Sealed Tender Box and Council's Tender Committee opened the Tenders and registered the following Tenders:-

- Rawlinsons Jenkins Ltd
- FMC Pacific Ltd
- QuanTech Pacific
- QuanTech Pacific

11. Minutes of Council's Management Meeting – January 18, 2017.

11.1 Res: 149

11.1.2 The council management considered the tenders receive were as follows:-

- | | | |
|--------------------------|---|-----------------|
| • Rawlinsons Jenkins Ltd | - | \$87,470.00 VEP |
| • FMC Pacific Ltd | - | \$61,300.00 VEP |

- QuanTech Pacific - \$44,000.00 VEP
- QuanTech Pacific - \$44,000.00 VEP

NOTE

- Erasito Consultant Ltd expressed interest but did not tender.
- QuanTech Pacific submitted same Tender twice.

11.1.3 Council resolved to forward the Tenders to Consultant, Ashok Balgovind & Associates for evaluation and recommendation.

12.0 Minutes of Special Management Meeting – February 28, 2017.

12.1 Res: 390

Ashok Balgovind & Associates recommended that the lowest Tender of QuanTech Pacific of \$44,000.00 VEP be accepted.

Council resolved to accept the Tender of QuanTech Pacific and forwarded to the Line Ministry for approval.

13. Ministry vide letter dated March 17, 2017 approved the Tender of QuanTech Pacific.

14. Minutes of Council's Management Meeting – March 22, 2019.

14.1 Res: 502

The council considered the Tender approval of the Line Ministry and resolved to award the Tender for Quantity Surveying Services to QuanTech Pacific at the tendered sum of \$44,000.00 VEP.

13. Contract Agreement with QuanTech Pacific was executed on July 11, 2018.

The following are annexed for reference:-

- EOI advertisements, Tender Document and Tenders received.
- Copies of EOI's received.
- LCC letter dated March 13, 2016 with request for fee proposal (Tender).
- Correspondences
- Tender Approval of Ministry
- Council's Tender Approval.
- Contract Agreement
- Copies of Minutes of Council's Management Meetings.

C. Appointment of Surveying Consultant

1. Council advertised Tender for Consultancy Services for surveying works in the Fiji Sun on July 6, 2016 and July 12, 2016.

1.1 Tender closed on July 15, 2016 at 4.00 pm.

2. Minutes of Tender Committee Meeting – July 29, 2016.

2.1 Res: 1071

The Tender Committee opened the Tenders and registered as follows:-

• Landmark Surveying Consultants	=	\$12,500.00 VEP
• Patson & Associates Ltd	=	\$18,900.00 VEP
• MWH (Fiji) Ltd	=	\$24,670 (For Scope 'A')
• Surveyor Manager	=	\$80.50 FJ \$/hr
• Surveyor	=	\$54.00 FJ \$/hr
• Surveyor Assistant	=	\$44.00 FJ \$/hr
• CAD	=	\$50.00 FJ \$/hr
(For Scope "B, C & D")		

3. Minutes of Council's Management Meeting – August 4, 2016.

3.1 Res: 1085

The council considered the Tenders received and resolved to award the Tender for surveying works to Landmark Surveying Consultants at the tendered sum of \$12,500.00 VEP and to issue the award letter forthwith due to urgency of carrying out topography survey of the site.

The Tender was awarded on the basis of performance of the consultant engaged by council with new market shed development project and Churchill Park Athletic Track Project.

The Ministry was informed of the appointment of the surveying consultant.

The following are annex for reference:-

- Tender Advertisements
- Prescribed Tender Form & Tender Document
- Tenders received
- Copies of minutes of council's management meeting
- Ministry's approval
- Correspondences and Tender Approval letter to consultant.

Note: No Contract Agreement signed between the parties. Engagement and progressive payments is based on scope of services on the letter of Tender Acceptance.

D. Appointment of Consultant for Geotechnical Consultancy Services.

1. The council advertised Tender for Geotechnical Consultancy Services in the Fiji Sun on November 30, 2016 and December 3, 2016.

2. Tender closed on December 16, 2016 in sealed Tender Box kept in Council's Office.

3. Minutes of Council's Tender Committee – December 22, 2016.

3.1 Res: 1924 (B)

The Council's Tender Committee opened the Tenders received and registered only one (1) Tender by Entec Ltd.

3.2 Minutes of Council's Special Management Meeting – December 23, 2016.

3.2.1 Res: 1925

The council considered the Tender of Entec Ltd and noting that it was a Open Tender Process and Entec Ltd had complied the requirements in tendering for the said works.

- 3.2.2 The council resolved to accept the Tender of Entec Ltd and referred to the Line Ministry for approval before awarding the Tender.

4. Minutes of Council's Special Management Meeting – January 25, 2017.

4.1 Res: 166

The Tender of Entec Ltd was approved by the Ministry and subsequently after consideration by the council, the Tender was awarded to Entec Ltd at the sum of \$15,550.00 VEP.

The appointment of Entec Ltd was a short term engagement for specific scope of works hence no Contract Agreement was signed by the parties.

The following are annexed for reference:-

- Tender Advertisements.
- Prescribed Tender Form & Tender Documents.
- Tenders received.
- Copies of Minutes of Council's Management Meeting.
- Ministry's Approval.
- Correspondences and Tender Approval letter to consultant.

E. Appointment of Consultant for Traffic Impact Statement.

1. The council made a application with the Fiji Roads Authority to determine the appropriate traffic study to be undertaken for the project.

The Fiji Roads Authority determined that a Traffic Impact Statement was appropriate and furnished a Terms & Reference.

2. The council called for Tender for Consultancy Services for engagement of Traffic Consultant. The Tender was advertised in the Fiji Sun on June 3, 2017 and June 7, 2017.

3. Tender closed at 4.00 pm on June 22, 2017 in the sealed Tender Box in Council's Office.

4. Minutes of Meeting of Council's Tender Committee – July 12, 2017.

4.1 Res: 1179

The Tender Committee opened the Tenders received and registered the following:-

- Vocea Consulting
- Erasito Beca Consultants Ltd
- WesEng Consulting Ltd

4.2 Minutes of Council's Management Meeting – July 20, 2017.

4.2.1 Res: 1229

The council noted the Tenders received were as follows:-

- Vocea Consulting - \$10,000.00 + VAT
- Erasito Beca Consultants Ltd - \$34,000.00 + VAT
- WesEng Consulting Ltd - \$15,000.00 + VAT

As this was specialized work, the council decided to seek assistance of Fiji Roads Authority to review the Tenders received and the FRA after consideration provided the council with a recommendation for the tenderer that complied with the requirements of the Terms of Reference.

- 4.3 Received electronic mail from Fiji Roads Authority dated July 31, 2017 advising council that Vocea Consulting has covered all areas of Term of Reference.

4.4 Minutes of Council's Management Meeting – August 10, 2017.

4.4.1 Res: 1341

Council considered the response of Fiji Roads Authority and forwarded the Tenders to Ashok Balgovind & Associates for review.

- 4.5 Ashok Balgovind & Associates vide letter dated September 28, 2017 had recommended in line with Fiji Roads Authority recommendation and recommended that Tender of Vocea Consulting be accepted.

4.6 Minutes of Council's Management Meeting – October 5, 2017.

4.6.1 Res: 1837

The council considered the recommendation of Fiji Roads Authority & Ashok Balgovind & Associates and in principle acceptance of Tender of Vocea Consultants subject to Line Ministry's approval.

- 4.7 The council vide letter dated December 7, 2017 referred the Tenders with recommendation of Fiji Roads Authority and Ashok Balgovind & Associates to the Line Ministry for consideration and approval of Tender of Vocea Consulting.

4.8 Due to no response from the Ministry, the council sent a reminder vide letter dated October 25, 2018.

4.9 Till to date the council has not received any response on the Tender from the Ministry.

The following are annexed for reference:-

- Tender Advertisements
- Prescribed Tender Form and Tender Documents
- Tenders received
- Fiji Roads Authority Response – electronic mail, July 31, 2017.
- Ashok Balgovind & Associates letter dated September 26, 2017.
- Copies of Minutes of Council Management Meetings.

F. Appointment of Consultant for Construction Environment Management Plan

1. The council made an application on April 13, 2017 for Environment Impact Assessment (EIA) screening with Department of Environment (DOE).
2. The Department of Environment after screening the application provided a Terms of Reference (TOR) dated June 26, 2017 for a Construction Environment Management Plan (CEMP) instead of EIA.
3. On request, the Department of Environment also provided a list of Environmental Consultants registered with the Department.
4. From the list of consultant, six (6) were randomly selected and issued with TOR on July 10, 2017 to provide council with quotations for the said consultancy services and these were as follows:-
 - a) Envi-Green Pacific Consultancy Ltd
 - b) Enasome Environment Consultant Services
 - c) Argo Environment Ltd
 - d) WesEng Consulting Ltd
 - e) P Gavidi Planning & Environment Consultant
 - f) Scope Pacific Ltd

5. Minutes of Council's Tender Committee Meeting– August 1, 2017.

5.1 Res: 1281

The Council's Tender Committee opened the quotations received and registered the following consultants:-

- i. Scope Pacific Ltd
- ii. WesEng Consulting Ltd.

6. Minutes of Council's Management Meeting – August 10, 2017.

6.1 Res: 1343

The council considered the quotations received as follows:-

- | | | | |
|-----|-----------------------|---|-----------------|
| i. | Scope Pacific Ltd | = | \$12,500.00 VEP |
| ii. | WesEng Consulting Ltd | = | \$ 4,000.00 VEP |

It was noted that one (1) quotation was higher than \$10,000.00 and the other much below then \$10,000.00. The council expected the cost to be below \$10,000.00 and since the quotations were not for purchase of an item, it was in line with the council's procurement requirement.

The council resolved that the quotation to be referred to Ashok Balgovind & Associates for review and recommendation.

7. Minutes of Council's Special Management Meeting – August 31, 2017.

7.1 Res: 1509

Ashok Balgovind & Associates reviewed the quotations of Scope Pacific Ltd and WesEng Consulting Ltd and vide letter dated August 28, 2017 recommended the quotation of WesEng Consulting Ltd at the sum of \$4,000.00 VEP be accepted.

The council after consideration of the recommendation of Ashok Balgovind & Associates referred it to the Line Ministry for consideration with recommendation of quotation of WesEng Consulting Ltd be accepted.

8. The Ministry vide letter dated February 12, 2018 responded that since the amount was less than \$10,000.00 the council may proceed with the procurement and not necessarily need to call a Tender.

9. Minutes of Council's Management Meeting – February 21, 2018.

9.1 Res: 305

The council after consideration of the Ministry's response approved WesEng Consulting Ltd as consultant for CEMP.

The following are annex for reference:-

- Request letter to Environment Consultants for quotation.
- Quotation received from Scope Pacific Ltd and WesEng Consulting Ltd
- Ashok Balgovind & Associates recommendation vide letter dated August 28, 2017.
- Ministry's response vide letter dated February 21, 2018.
- Copies of council's meeting minutes.

G. Appointment of Contractors

G.1 Expression of Interest for Contractors

1. Minutes of Council's Management Meeting – February 2, 2017.

1.1 Res: 217

To call for Expression of Interest (EOI) for contractors.

2. The EOI was advertised in the Fiji Sun on February 4, 2017 and February 8, 2017. The EOI was for reputable contractors to register interest for construction of Olympic Standard Swimming Pool with Associate Facilities for the following:-

- Civil works
- General building construction works
- Electrical works
- Plumbing works
- Mechanical works
- Electrical & IT works for electronic score board and data receiving system for the pool.

The EOI closed on February 17, 2017.

3. Minutes of Council's Tender Committee Meeting – February 27, 2017.

3.1 Res: 384

The Tender Committee registered the following firms that had shown interest:-

- 1) Pacific Engineering Development (Fiji) Ltd
- 2) Luxury Pools (Fiji) Ltd
- 3) AMPS Industries (Fiji) Ltd
- 4) Sigatoka Electric Ltd
- 5) Automated Building Services
- 6) Arise Civil (Fiji) Pte. Ltd

4. Minutes of Council's Management Meeting – March 8, 2017.

4.1 Res: 458

The council considered the EOI submissions and forwarded to Ashok Balgovind & Associates for evaluation and recommendation.

5. Ashok Balgovind & Associates evaluated the EOI's received and recommended vide electronic mail dated March 21, 2017 that the firms that had registered interest were very weak and EOI to be re-advertised.
6. The council re-advertised the EOI in the Fiji Sun on March 27, 2017 and March 29, 2017.

The submission of EOI closed on April 13, 2017.

7. Minutes of Council's Tender Committee Meeting – April 10, 2017.

7.1 Res: 568

The Tender Committee registered only one (1) EOI from Metal Works & Joinery Ltd.

8. Minutes of Council's Management Meeting – April 11, 2017.

8.1 Res: 637

The council resolved that the EOI of Metal Works & Joinery Ltd to be referred to Ashok Balgovind & Associates for consideration and further recommendation.

9. Ashok Balgovind & Associates recommended that all the firms that had registered interest to be called for an interview.

10. Minutes of Interview of Contractors – April 13, 2017.

10.1 Res: 640

The Council's Management Team with the Consultant, Ashok Balgovind & Associates, Mr. Ashok Balgovind conducted the interview of contractors as follows:-

1) Metal Works & Joinery Ltd – Mr. Dewa Sami & Mr. Satesh Singh came for the interview.

- Value of project handled - \$6.5m FRCA Project.
- Would engage sub-contractors for specialized work.
- Had expressed interest for general works.

Remarks

- Had to provide the following by April 25, 2017;-
 - Needed clarification on ownership.
 - Clarification on Memorandum of Association on operation of construction firm as the company was listed for motor vehicle dealers, agent.

2) Pacific Engineering Fiji (Pte) Ltd – Represented by Ms. Renee Duguivalu of Hamen Lodhia Engineers Ltd with Company Director, Mr. Hu.

- Established three (3) years ago in Fiji.
- They were carrying out joint venture projects with local contractors.
- Investment in Fiji
The company needed to comply with requirements of Investment Fiji in form of cash.
- Company name changed.
- Place of operation – Marine Drive, Lautoka.
- Had four (4) staffs and thirty (30) workers including fifteen (15) locals.
- Constructed swimming pools in China.

- Hamen Lodhia Engineering Ltd would be sub-consultant for overall supervision, Leisure Engineering of Australia for the pool and hire locals to comply with Investment Fiji Requirements.
- Interested in whole scope.

Remarks

- To comply with Investment Fiji requirements.
- Had to provide the following by April 25, 2017:-
 - Bank Statement
 - FNPF Compliance.
 - Workmen's Compensation
 - Public Liability Insurance Cover
 - Financial Reports
 - Evidence of Pool constructed for 2008, Beijing Olympics in China.
 - Reserve Bank Statement for \$1,000,000.00.

3) Arise Civil (Fiji) Pte. Ltd – Represented by the Project Manager, Mr. H Wedlock.

- New company started one (1) year ago.
- Director was in Australia – Mr. Steve Mark Jones.
- Director's wife was managing operations in Fiji.
- All paper works was in process with Investment Fiji.
- Specialized in civil works.
- They were carrying out drainage works at Mariot Fiji.
- Had worked for Fletcher Construction a year ago.
- Mr. Hamlet assured that their company had the capability to carry out the works as he had been doing with Vuksich & Borish (Fiji) Ltd for past ten (10) years before joining Arise Civil (Fiji) Pte. Ltd.

Remarks

The company was asked to provide the following by April 25, 2017.

- Letter from Investment Fiji, Investment Fiji Registration.
- Bank Statement.
- Financial Reports

4) Sigatoka Electric Ltd – Represented by Project Manager, Mr Naicker Damodar.

- Operating for at least forty five (45) years.
- Had three (3) branches – Sigatoka, Nadi & Suva
- EOI for electrical works only

Remarks

- Noted that the company was interviewed in electrical works only and advised that the purpose of interview was to select a company that could undertake the complete project.

10.2 Minutes of Deferred Interview of Contractors – April 21, 2017

10.2.1 Res: 641

AMPS Industries (Fiji) Ltd – Represented by Mr. Avran Prasad – Director and Mrs. Prasad, Accountant.

- Started operations.
- For general contract.
- Worked in pools in resorts – Uprising Resort.
- \$4.5m project in Labasa
- Lagere Market
- Commence within 2 to 3 weeks' time upon offer.

Remarks

- To provide Audited Financial report by April 25, 2017.

10.3 Minutes of Interview of Contractors.

10.3.1 Res: 737

Luxury Pools (Fiji) Ltd – Represented by Mr. Maxwell James Farrel.

The interview was conducted by Mr. Rohitash Balgovind of Ashok Balgovind & Associates with the Council's Management Team.

Mr. Rohitash presented a slide show to inform Luxury Pools about the project and expectation of Council and Government.

- Mr. Maxwell informed that Luxury Pools started building pools since 1970 and his son started in 1986.
- Had finished pool at Marriot in Momi Bay.
- Had done pools at Hilton Resort in Denarau, Likuliku Resort and Tokoriki Resort.
- Was only specialized in pools.
- Established in Fiji since 2003.
- Method of construction – sprayed concrete in three (3) sections and ground acted as formwork.
- Strength of concrete depended on design of concrete mix supply.
- Council enquired if Luxury Pools was awarded the contract, how they would get score boards and other electronic works done since they only specialized in pool marking and was advised that they would outsource the work depending on the decision made by council.
- For sanitization – recommended Ecolife but was extremely expensive but most recommended.
- The Interview Panel requested Mr. Maxwell to visit Momi Bay to see the pools they had constructed.

Remarks

- To submit the following by May 16, 2017:-
 - Financial Report
 - Company's Memorandum of Association.
 - FNPf Compliances
 - VAT Registration, etc.
- 11. Ashok Balgovind & Associates considered EOI's received and the discussions of the interview with the contractors and furnished an EOI Report with shortlist of contractors to Tender for the project as follows:-

- 1) Metal Works & Joinery Ltd
- 2) AMPS Industries Ltd
- 3) Luxury Pools (Fiji) Ltd

12. Minutes of Council Management Meeting – May 17, 2017.

12.1 Res: 812

The council considered the recommendation of Ashok Balgovind & Associates and resolved to approve and refer to the Ministry for approval to proceed to Tender Phase.

13. Before the council would get a response from the Ministry on the short listed contractors recommended to bid for the project, Ashok Balgovind & Associates had issued Tender Documents to the contractors to Tender for the project.

G.2 Tender for Contractors.

1. Ashok Balgovind & Associates issued the Tender Documents to the short listed contractors from May 22, 2017 to bid for the project.
2. The Tenders closed on June 6, 2017 at 3.00pm at Council's Office in Sealed Tender Box.

3. Minutes of Council's Tender Committee Meeting – June 6, 2017.

3.1 Res: 872

The Tender Committee registered the following Tenders:-

- 1) Luxury Pools (Fiji) Ltd
- 2) Metal Works & Joinery Ltd
- 3) AMPS Industries (Fiji) Ltd

The Tenderers had fulfilled the Tender Instructions and attached a Tender Deposit of \$3,000.00 with the Tender.

The tenderers were also invited during the Tender Opening and only Luxury Pools (Fiji) Ltd was present.

The Tender Committee handed over one (1) set of the Tenders to Ashok Balgovind & Associates for evaluation and recommendation for successful Tender.

4. Minutes of Council Management Meeting – June 8, 2017.

4.1 Res: 993

The council's management committee considered the Tenders received and the Chief Executive Officer in the meeting informed that he had just received the Tender Evaluation Report from Ashok Balgovind & Associates.

The council resolved that the Tender Evaluation Report of Ashok Balgovind & Associates be referred to the Quantity Surveying Consultant, QuanTech Pacific for further evaluation and that both the consultants be invited for a meeting.

5. Minutes of Swimming Pool Development Meeting – June 14, 2017.

5.1 Res: 998

The meeting was with Ashok Balgovind & Associates and QuanTech Pacific to discuss on the recommendation of Ashok Balgovind & Associates:-

- **Luxury Pools (Fiji) Ltd** – had quoted for construction of three (3) pools and hydraulics (i.e. piping of pools to pump rooms). All other items in the drawings were not quoted.
- **Metal Works & Joinery Ltd** – had quoted for all works.
- **AMPS Industries (Fiji) Ltd** – had quoted for all works.

Tender Comparison – Ashok Balgovind & Associates.

- Luxury Pools and Metal Works & Joinery Ltd for pools inclusive of balance tanks, the difference was substantial.
- Metal Works & Joinery Ltd was lower.
- AMPS quoted the highest Tender, they had not looked at the Tender details.

QuanTech Pacific – Mr. Sefton advised that they cannot comment yet as they had received the document on June 12, 2019 and in this short time comparison could not be made.

The matter was discussed in length and it was resolved to await for the evaluation report from QuanTech Pacific.

6. Minutes of Council's Management Meeting – July 20, 2017.

6.1 Res: 1230

The council considered the Tenders received were as follows:-

1) Luxury Pools (Fiji) Ltd	=	\$ 4,864,125.00 VIP
2) AMPS Industries (Fiji) Ltd	=	\$13,685,271.00 VIP
3) Metal Works & Joinery Ltd	=	\$ 9,479,200.00 VIP

The council noted that Ashok Balgovind & Associates after evaluating the Tenders recommended Metal Works & Joinery Ltd.'s Tender be considered for approval whereby the council resolved [Res: 993/06/17] that the Evaluation Report be referred to Quantity Surveying Consultant, QuanTech Pacific for further analysis and in the meeting on June 14, 2017 the Quantity Surveyor advised that due to short time they were not able to do their evaluation.

It was also noted that QuanTech Pacific was taking too long for submission of the report and the Ministry was enquiring with the council on the progress of deciding of the successful contractor.

As nothing was forthcoming from QuanTech Pacific, the council decided to schedule a meeting with both consultants in Suva on Wednesday, July 26, 2017 to discuss on the cause of delay.

7. QuanTech Pacific finally submitted its Tender Evaluation – Cost Breakdown Report.

8. Minutes of Swimming Pool Meeting – August 16, 2017.

8.1 Res: 1390

The meeting was chaired by the then Honorable Minister for Local Government, Housing & Environment, Mr. Praveen Bala.

Also present was the Permanent Secretary, Mr. Joshua Wycliff, Acting Chief Executive Officer/Director Local Government, Mr. Azam Khan, QuanTech Pacific, Mr. Sefton Erasito, Ashok Balgovind & Associates, Mr. Ashok Balgovind and Council's Acting Director Building/Engineering Services, Mr. Shalendra Dass and Horticulturist – Mr. Shri Charan.

Ashok Balgovind & Associates had provided a complete analysis of the Tenders after Quantity Surveyor's Evaluation:-

- Luxury Pools quoted only for swimming pool works with piping and hydraulics up to pump rooms.
- Metal Works & Joinery Ltd quoted for whole works.

8.2 Ashok Balgovind & Associates and QuanTech Pacific Report

- Luxury Pools Option 1A & B – tendered sum of \$4,864,125.00 VIP plus \$100,000 from PC Sum for Hydraulic Equipment = \$4,964,125.00 VIP respectively.

- Hon. Minister enquired on electrical costing and Mr. Ashok Balgovind explained that separate Tender will be called as PC Item but if included with Luxury Pools for the pools only, the estimate would be \$50,000.00 to \$100,000.00 from PC Item.
- Hon. Minister said not to involve too many contractors in the pool works as liability and responsibility would be in question.
- The Minister further added that the pool works should start first and be operational and all other associated could follow on the availability of funds.
- Luxury Pools (Fiji) Ltd costing was closest to Quantity Surveyors Estimate and Metal Works was far low which meant Metal Works & Joinery Ltd may not be able to do the pools but in other areas Metal Works & Joinery Ltd costs were competitive.
- According to the Quantity Surveyor, the Profit Margin he has used was 12% and contractors used 10%.

It was decided to schedule a meeting with both Luxury Pools and Metal Works & Joinery Ltd with the Hon. Minister on August 18, 2017 at 12.00 pm.

9. Minutes of the Interview meeting of the Consultants with Luxury Pools and Metal Works in the presence of the Hon. Minister, Mr. Praveen Bala – August 18, 2017.

9.1 Res: 1391

The meeting was chaired by the Consultant, Mr. Ashok Balgovind & Associates and the Honorable Minister was an observer in the meeting.

[Refer to Item No. 11 below – Minutes of Council's Management Meeting – August 23, 2017, Res: 1434 for details of the interview meeting].

10. Minutes of Council's Management Meeting – August 23, 2017.

10.1 Res: 1433

The council noted the discussions of the meeting with the Honorable Minister.

- The project had to be divided into two (2) phases rather than committing the whole complete project and be subject to financial constraints.

10.2 In the report of Ashok Balgovind & Associates, it was found that the price of Luxury Pools of \$4,864,125.00 was added with \$100,000.00 for hydraulic pool equipment's from Item in PC Sum of \$450,000.00 with arrangement for filtration in agreement of ten (10) year procurement of chlorine.

Otherwise, the council would need to get the filters from the PC Sum as a Separate Tender which was very costly item.

10.3 For engagement into chlorine from one (1) supplier was not in line with council's procurement and should not be further elaborated.

10.4 Options

- Option 1 – Luxury Pools does the pools and Metal Works & Joinery Ltd does the balance of the works with deleted items would cost \$9,249,120.00 VIP
* Deleted Item – Restaurant
- Option 2 – Luxury Pools does the pools and Metal Works & Joinery Ltd does the remaining complete which would cost \$10,670,420.00 VIP.
Quantity Surveyors estimate was \$12,978,544.56 VIP.

11. Minutes of Council's Management Meeting - August 23, 2017.

11.1 Res: 1434

The management discussed the Tender Evaluation Report of Ashok Balgovind & Associates and QuanTech Pacific and noted that both Metal Works & Joinery Ltd and Luxury Pools (Fiji) Ltd were invited for an interview meeting on August 18, 2017 with the Council's Management Team & the Consultant.

The Honorable Minister, Mr. Praveen Bala was an observer in the said meeting.

The Consultant – Mr. Ashok Balgovind chaired the interview.

Matters discussed were as follows:-

11.2 Luxury Pools – Mr. Maxwell Farrel

- Interested in construction of pools only kid/learners pool, warm-up pool and competition pool with hydraulic plumbing of pools to pump rooms. Pump rooms were not in their Tender.
- Mr. Maxwell had discussion with Mr. Balgovind and offered hydraulic pumps & equipment's at \$100,000.00 for supply of chlorine for ten (10) years in contract with council.
He was advised it was not in line with council's procurement and had to be tendered.
- Had not allowed for sanitary filter equipment because the drawings were received just before Tender, but would be supplied by a company free on ten (10) year contract for procurement of chlorine.
- Pool electrical was in the PC Item and would be tendered separately.
- Pool tiles – Tender Document allowed rate of \$40.00/m² but Luxury Pools would install blue porcelain tiles at \$73.00/m² which would be from Malaysia to FINA Standard.
- Pools included side grated drains.
- If Tender was awarded, Luxury Pools needed to comply with Security Bond and requirements for release of 10% mobilization cost.
- Luxury Pools (Fiji) Ltd showed commitment, interest and confidence to take the projects as they were specialized in swimming pool construction.
- Meeting ended at 12.50 pm.

11.3 Metal Works & Joinery Ltd – Mr. Satesh Singh and Mr. Dewa Sami.

- Mr. Balgovind informed that the project was in two (2) phases – Construction of Pools – 1st Phase and other Associated Facilities – 2nd Phase.
- Construction of Pools with filters, pumps, etc. was specialized work and to have an expert in this was important.
- Metal Works informed that they had talks with a company from New Zealand – Bratt Aquatic to work on the pools.
- Tiles quoted at \$40.00/m² for mosaic tiles with local supply.
- Mr. Balgovind further informed Metal Works of 10% Security Bond, requirements for release of 10% mobilization cost and 10% retention from the contract sum.
- Interview ended at 1.30 pm.

11.4 The management noted that after the interview, the panel discussed capabilities of the contractors, Luxury Pools only specialized in pool construction whereas Metal Works showed lack of confidence but was experienced in building construction works.

11.5 Ashok Balgovind & Associates was to furnish an interview report with recommendation for award of Tenders according to Phase 1 and Phase 2 of the development.

12. Ashok Balgovind & Associates vide letter dated August 30, 2017 had provided its Tender Evaluation and Recommendation Report based on Tenders received and cost analysis of QuanTech Pacific and the outcome of the discussions in the interview of Luxury Pools (Fiji) Ltd and Metal Works & Joinery Ltd.

13. Minutes of Special Management Meeting – August 31, 2017.

13.1 Res: 1508

The management considered the Tender Evaluation and Recommendation Report of Ashok Balgovind & Associates based on recommendation to undertake the project in two (2) phases as follows:-

- **Phase 1** – Construction of three (3) pools - competition pool, warm-up pool and kids/learners pool.
- **Phase 2** – Other Associated Facilities such as buildings – change rooms, public toilets, offices and car park, fence, etc.
(Item deleted in the project was the restaurant and may be constructed as funds permit).

13.2 Ashok Balgovind & Associates Recommendation.

13.2.1 Contract A

Luxury Pools contract for construction of pools including hydraulics up to pump rooms are as follows:-

Tendered Price	=	\$4,864,125.00
Plus Pool Pump	=	\$ 100,000.00
Plus PC for Chlorine	=	\$ 250,000.00
Plus Contingency Sum	=	\$ 50,000.00
Total	=	<u>\$5,264,125.80 VIP</u>

Note – Electrical works for the pools, Luxury Pools did not tender and was not happy to undertake pool electrical works. A sub-contractor was to be appointed for electrical works as in the PC Item.

- Any pool lights, council was to supply and Luxury Pools would only fit.

13.2.2 Contract B

Metal Works & Joinery Ltd – Contract for associated facilities such as buildings, yard aprons, fencing, etc including part of electrical works at the contract sum of \$5,966,200.00 VIP.

13.3 Summary of Ashok Balgovind & Associates Report:-

- Contract 'A' – Luxury Pool at contract sum of \$5,264,125.00 VIP.
- Contract 'B' – Metal Works & Joinery Ltd at contract sum of \$5,966,200.00 VIP.

Note:

- Electrical works by electrical sub-contractor (to be appointed)
- Restaurant – deleted item from the project.

13.4 The management further considered the meeting held with senior officials of the Line Ministry and Ministry of Economy whereby the council was advised that for Government Funded Projects, Tenders with Contingency and PC Sums were restricted and not acceptable.

13.5 The management further considered the report of Ashok Balgovind & Associates together with the above No. 13.4 and Resolved as follows:-

- 1) Contract 'A' – That Tender of Luxury Pools (Fiji) Ltd at the tendered sum of \$4,864,125.00 VIP be 'Approved in Principle' for construction of swimming pools only with exclusion of PC Sums and Contingency sums and the consultant to furnish a draft Contract Agreement which was to be submitted to the Line Ministry for vetting with Office of Solicitor General with council's recommendation for award of Tender for Construction of Pools to Luxury Pools (Fiji) Ltd.

2) Contract 'B' – That the Tender of Metal Works & Joinery Ltd, a decision could not be reached due to PC Sums and Contingency Sum and Ashok Balgovind & Associates was asked to re-evaluate the sum tender after removing PC Sum Item and Contingency Sums to compute the actual value of works and furnish a report for council's further consideration.

3) Ashok Balgovind & Associates was to be instructed to call Tenders to PC Sum Items.

14. The council had submitted its recommendation for Contract 'A' to Luxury Pools (Fiji) Ltd to the Line Ministry with Draft Contract Agreement at the tendered sum of \$4,864,125.00 VIP.

15. The Ministry vide letter dated September 19, 2017 endorsed council's recommendation and advised that the Contract Agreement was being vetted.

16. Minutes of Council's Management Meeting – September 21, 2017.

16.1 Res: 1683

- The management considered the approval of the Ministry and resolved to award the Tender for Construction of Pools only to Luxury Pools (Fiji) Ltd at the tendered sum of \$4,864,125.00 VIP and the consultant was instructed to prepare a Tender Award letter for council to be issued to Luxury Pools (Fiji) Ltd.
- The contractor's possession of the site to be after signing of the Contract Agreement.

17. The council vide letter dated September 22, 2017 awarded the Tender for Pool, Contract 'A' to Luxury Pool (Fiji) Ltd at tendered sum of \$4,864,125.00 VIP.

18. Minutes of Meeting with Contractor for Construction of Swimming Pools – October 24, 2017.

18.1 Res: 1841

Before signing of the Contract Agreement, Luxury Pools had requested a meeting with Ashok Balgovind & Associates with the council to discuss on some concerns regarding civil works carried out at the development site.

Luxury Pools (Fiji) Ltd highlighted in view of the levels of the pools with depth 1.5m would be sited on fill material and stabilization of ground would come as a variation. Therefore requested testing by a Geotechnical Engineer.

On the said noted Mr. Ashok Balgovind informed that the project engineer would inspect the site condition as pool excavation is undertaken, however the design platform levels at 27 and 29 and the initial ground levels in the Topography Survey Plan, depth to natural ground should be achieved.

Consultant recommended that site set out to be done after which steel rod texts and test pits would be dug and inspected by the project engineer to certify the earth works before Luxury Pools take possession of the site.

Luxury Pools requested for deferment of signing of the Contract Agreement until ground condition was approved by the engineer. Surveying Consultant, Landmark Surveying Consultants was instructed to carry out site set out followed with necessary ground testing.

19. Minutes of Council's Management Meeting – October 25, 2017.

19.1 Res: 1914

Ashok Balgovind & Associates reviewed the Tender of Metal Works & Joinery Ltd and furnished the schedule for Tender and Contract Details with tender sum for Contract 'B' amounting \$3,965,200.00 VIP which was after deleting costs for restaurant, PC Sums and Contingency Sum. The above was considered by the management and the Tender of Metal Works & Joinery Ltd for Contract 'B' for Construction of Associated Facilities was 'Approved in Principle' at the sum of \$3,965,200.00 VIP and the recommendation was to be referred to the Line Ministry with the Draft Contract Agreement for vetting and approval prior to awarding of the Tender.

The Quantity Surveyor, QuanTech Pacific was also advised of the two (2) Contracts "A & B".

20. Minutes of Council's Management Meeting – October 24, 2017.

20.1 Res: 1915

20.1.1 The management considered the concerns raised by Luxury Pools (Fiji) Ltd before signing the contract on October 24, 2017 in regards to site levels and required consultants sign off for the earth works.

20.1.2 The management also noted that the council vide letter dated June 22, 2017 raised the same concern with consultant and if a compaction test was requested in response the consultant advised that the project engineer would inspect the site conditions during pool excavation.

20.1.3 The management also noted that the project had no main contractor. Luxury Pools and Metal Works needed to coordinate work with the consultant.

20.1.4 The signing of the contract was deferred for site set out and necessary rod and pit tests.

21. Minutes of Council's Management Meeting – November 20, 2017.

21.1 Res: 2116

The management considered the rod and pit tests conducted by the consultant, Mr. Ashok Balgovind & the Project Engineer, Engineered Design in the presence of Luxury Pools and council.

The consultant had recommended the platform at Level 29 to be dropped down by 500mm to achieve solid ground for anchoring of the pools on solid base.

The council had started works on this and was to be completed in ten (10) days and Luxury Pools was to sign the Contract Agreement within seven (7) days to take over the site.

22. Minutes of Meeting for Signing of Contract Agreement with Luxury Pools – December 18, 2017.

22.1 Res: 2302

- It was noted that platform level 29 was dropped by 500m.
- Luxury Pools informed that they had the engineering drawings peer reviewed by their engineers and identified discrepancies in the drawings which needed to be rectified before signing of the Contract Agreement.
- Luxury Pool had also gone through the Contract Agreement.
- It was decided that Ashok Balgovind & Associates, Luxury Pools and Engineered Designs to meet and do the needful as soon as possible.

23. Minutes of Council's Management Meeting – December 20, 2017.

23.1 Res: 2340

The council management considered the issues of concern by Luxury Pools (Fiji) Ltd which delayed works on site to start and the officials of Ministry of Economy had visited the council to seek an update and reasons for deferment of the signing of the Contract Agreement and had questioned if proper Tender process had been followed and payment to consultants.

The council advised of the reason and that all Tenders were referred to the Ministry for approval.

As for payment to consultants, it was first certified by Quantity Surveying Consultant appointed by Council through Ministry's approval.

24. Minutes of Meeting with Ministry of Local Government and Ashok Balgovind & Associates – January 11, 2018.

24.1 Res: 043

The meeting was called by Ministry to follow up progress on the project.

- Mr. Ashok Balgovind briefed on the status of project, the drop in levels of platform level 29 by 500m and was now ready to start work.
- Also advised on the structural issues on the engineering drawing which was attended by the Project Engineer, Engineered Designs.
- Mr. Korodrau from the Ministry raised concern on little progress on the project and added that the works that was supposed to begin had not started as the Minister had already done the ground breaking.
- Mr. Balgovind informed on the two (2) Contracts, Contract 'A' – Luxury Pools and Contract 'B' Metal Works & Joinery Ltd.
- Mr. Korodrau advised that the Ministry was holding on Contract 'B' as Contract 'A' had not started and required reason for delays in writing to protect both council and Ministry during audit.
- Mr. Korodrau was also advised on the budget that the \$700,000 that was received had been utilized for earthworks and consultancy services for Ashok Balgovind and other consultants.
- The council further discussed on fixing the fee of Ashok Balgovind & Associates which was 6.8% of project cost and thus could only be done when all contracts were finalized.
This was in response to the email from Mr. Korodrau.
- Mr. Ashok Balgovind confirmed that Engineered Design was the engineer for the project.
- Mr. Balgovind informed that Luxury Pools paid a visit to the engineer and tried to persuade him to change the steel but the engineer refused to accept the change as there was no fault seen on plan and to go with the existing engineering plans.
- Ministry requested consultant's report on the issues discussed and a joint meeting with all parties and the consultant to organize.
- It was resolved that a joint meeting to be held in Suva on Thursday, January 18, 2018 at 10.00 am.

25. Minutes of Meeting with the Swimming Pool Stakeholders in Engineered Designs Office, Grantham Plaza - January 18, 2018.

25.1 Res: 110

Matters Discussed

- Structural Drawing amended by engineer with some changes requested by Luxury Pools.
- Contract Agreement was ready for signing.
- Engineer confirmed to have the final set of engineering drawings.
- Luxury Pools spoke on filtration and FINA equipment's and that filtration would take 16 – 20 weeks to procure.
- Also discussed was the Security Bond on signing of Contract Agreement.

The Contract Agreement between Lautoka City Council and Luxury Pools was signed by the parties.

26. Tender for Contract 'B' – Construction of Associated Facilities

- The Line Ministry vide letter dated June 7, 2018 had approved the Tender for Contract 'B' to be awarded to Metal Works & Joinery Ltd at the tendered sum of \$3,965,200.00 VIP.

27. Minutes of Council's Management Meeting – June 7, 2018.

27.1 Res: 867

- The management considered the approval of the Ministry for award of Tender for Contract 'B' to Metal Works & Joinery Ltd at the tendered sum of \$3,965,200.00 VIP and approved the same.
- The Tender was awarded to Metal Works & Joinery Ltd vide council's letter dated June 8, 2018.
- The Contract Agreement was to be signed prior to commencement of works on site.

28. The Contract Agreement between Lautoka City Council and Metal Works & Joinery Ltd was signed on June 8, 2018.

Annexed for reference are the following:-

- Advertisements for Expression of Interest (EOI)
- Expression of Interest received.
- Ashok Balgovind & Associates EOI Evaluation Report with short list of contractors to bid for the project.
- Tenders received from Luxury Pools (Fiji) Ltd, Metal Works & Joinery Ltd and AMPS Industries (Fiji) ltd.
- Tender Evaluation Reports of Ashok Balgovind & Associates.
- Breakdown schedule of costs by QuanTech Pacific.
- Tender recommendation correspondences to the Ministry for Luxury Pools (Fiji) Ltd and Metal Works & Joinery Ltd.
- Ministry's approval of the Contract 'A & B'.
- Tender offer letters to the contractors and acceptance.
- Contract Documents
 - Contract 'A' – Luxury Pools (Fiji) Ltd
 - Contract 'B' – Metal Works & Joinery Ltd.
- Minutes of Meetings.

H. Tender for Supply of Olympic Standard Swimming Pool Equipment's & Services

1. The council called for Tenders in the Fiji Sun on June 9, 2017 and June 13, 2017 for reputable suppliers of the supply of the following PC Items:-

- | | |
|------------|--|
| Item 'A' - | Competition equipment's, timing system accessories and scoreboard. |
| Item 'B' - | Hydraulics, pumps, chlorifiers, filters and tanks. |
| Item 'C' - | Flood Lighting and Light covers |

- Item 'D' - Fire equipment's
- Item 'E' - Electrical works.

2. The Tender closed on June 22, 2018 in the Sealed Tender Box in Council's Office.

3. **Minutes of Council's Tender Committee – June 22, 2018.**

3.1 Res: 918

The Council's Tender Committee opened the Tenders received in the presence of Mr. Ashok Balgovind and registered as follows:-

A. Item 'A' – Competition Equipment

- 1. Luxury Pools (Fiji) Ltd
- 2. Metal Works & Joinery Ltd

B. Item 'B' - Hydraulics, Pumps, Chlorifiers Filters and Tanks

- 1. Luxury Pools (Fiji) Ltd
- 2. Vinod Patel & Company Ltd

C. Item 'C' – Flood Lights & Light Towers

- 1. Vinod Patel & Company Ltd
- 2. Nation Electrical Care
- 3. Cosmic Services Ltd
- 4. Engineer Procure Construct (Fiji) Ltd

D. Item 'D' – Fire Requirements

- 1. Central Fire Protection Services Ltd
- 2. Fire Care (Fiji) Ltd

E. Item 'E' – Electrical

- 1. Engineer Procure Construct (Fiji) Ltd
- 2. Cosmic Services Ltd
- 3. Laser Tech Electrical Services Ltd

4. **Minutes of Council's Special Management Meeting – June 28, 2018.**

4.1 Res: 1001

The council management considered the Tenders for PC Items as follows:-

- 4.1.1 Item 'A' – Competition Equipment's, Timing System, Accessories & Scoreboard.

Luxury Pools

Tendered Sum = \$1,370,772.00 VIP

- Tender Conditions – Payments
 - 50% - Signing of Agreement
 - 25% - Delivery of Equipment's on site.
 - 25% - Practical Completion
- Tendered in conjunction with International Quadratics, Australia for Omega brand products.
- Pool Tender Deposit of \$1,000.00

Metal Works & Joinery Ltd

- Tendered Sum = \$1,429,605.25 VIP
- Tendered in conjunction with HTS Group Ltd – Australian Sports Training.
- 50% Deposit on order
- Excluded electrical, date and any communication works.
- Paid Tender Deposit of \$1,000.00 with the Tender.

**4.1.2 Item 'B' – Hydraulics, Pumps, Chlorifiers, Filters & Tanks
Luxury Pools (Fiji) Ltd**

Option 1

- Tendered Sum = \$956,266.55 VIP
- Conditions of Tender Payments
 - 50% on signing of agreement
 - 25% on delivery of equipment's
 - 25% on practical completion.
- Paid Tender Deposit of \$1,000.00 with the Tender.

Option 2

Luxury Pools and Central Pacific Chemicals Ltd – (IXOM)

- Luxury Pools (Fiji) Ltd in Option 2 had tendered in conjunction with IXOM for supply of sanitization equipment's worth \$279,000.00 at no cost to council in lieu of five (5) years contract with council for supply of chlorine at \$2.10/liter VEP.
- At the end of contract with IXOM, the council would own the sanitization equipment's at no added cost to council.

Vinod Patel & Company Ltd

- Tendered Sum = \$512,427.39 VIP.
- Confirmation was needed if the Tender was for supply and installation or supply only.
- Paid Tender Deposit of \$1,000.00 with the Tender.

**4.1.3 Item 'C' – Flood Lights and Light Towers
Vinod Patel & Company Ltd**

- Tendered Sum = FJD\$697,900.00 VIP

- Needed to confirm if Tender included flood light towers or was for flood lights only.
- Paid \$1,000.00 Tender Deposit with the Tender.

Nation Electrical Care

- Tendered Sum = FJD\$1,548,960.00 VIP
- Paid Tender Deposit with the Tender.
- No further details were provided.

Cosmic Services Ltd

- Tendered Sum = FJD\$1,383,000.00 VIP
- Tender was submitted with lighting specification and tower design.
- Paid Tender Deposit of \$1,000.00 with the Tender.

Engineer Procure Construct (Fiji) Ltd (EPC)

- Tendered Sum - did not provide lump sum amount in form of Tender instead had provided price schedule separately for the light towers and flood lights.
- The prices in the schedule were in mixed currency – Australian and Fijian Dollars.
- Priced for Osram & Phillips LED Flood Lights.
- Bajaj Electrical (India) – would manufacture flood light towers.
- Chand Engineering Fiji were the engineers.
- Paid Tender Deposit of \$1,000.00 with the Tender.

4.1.4 Item 'D' – Fire Equipment's

Central Fire Protection Services Ltd

- Tendered Sum = \$8,518.35 VIP
- Paid Tender Deposit of \$300.00 VIP with the Tender.

Fire Care (Fiji) Ltd

- Tendered Sum = \$9,368.55 VIP
- Paid Tender Deposit of \$300.00 with the Tender.

4.1.5 Item 'E' – Electrical Works

Engineer Procure Construct (Fiji) Ltd

- Tendered Sum = \$665,534.39 VIP
- Tender valid till June 22, 2018.
- Paid Tender Deposit of \$1,000.00 with the Tender.

Cosmic Services Ltd

- Tendered Sum = \$720,000.00 VIP

- Paid Tender Deposit of \$1,000.00 with the Tender.

Laser Tech Electrical Services Ltd

- Tendered Sum = \$554,715.00 VIP
- Paid Tender Deposit of \$1,000.00 VIP with the Tender.

After consideration of the above Tenders, the council resolved to refer to Ashok Balgovind & Associates for Review and Evaluation with QuanTech Pacific before inviting the tenderers for interview.

5. Tender for PC Item 'D' – Fire Requirements.

5.1 Minutes of Council's Special Management Meeting – August 16, 2018.

5.1.1 Res: 1265

Tender for PC Item 'D' – Fire Requirements in the PC Sums.

- The council's management committee considered the tender recommendation of Ashok Balgovind & Associates and QuanTech Pacific and decided to call the tenderers for an interview.

5.2 Minutes of Tender Interview for Swimming Pool Development Fire Protection Services in PC Sum – August 30, 2018.

5.2.1 Res: 1280

- Both the tenderers, Central Fire Protection and Fire Care were invited for the Tender Interview.
The interview was considered by Mr. Ashok Balgovind with the management team.
The interview panel found both the firms equally capable to undertake the work and finally in principle agreed that Central Fire Protection to be awarded the Tender.
- Ashok Balgovind & Associates was required to carry out final evaluation and compile all the documents and provide a Tender Recommendation for council's further consideration.

5.3 Minutes of Council's Special Management Meeting – October 2, 2018.

5.3.1 Res: 1540

- Ashok Balgovind & Associates vide letter dated September 28, 2018 had decided in conjunction with the recommendation of the interview panel and recommended that the Tender of Central Fire Protection at the tendered sum of \$8,518.35 VIP be accepted.
- The council considered the recommendation of Ashok Balgovind & Associates and accepted the Tender of Central Fire Protection Services Ltd and referred to the Line Ministry for approval.
The council made a submission to Line Ministry for approval of Tender of Central Fire Protection Services Ltd vide letter dated October 5, 2018 and to date the approval is awaited.

The council had sent several reminders and highlighted in the reports as pending work and still no response from the Ministry.
The Tender therefore is pending decision.

6. Tender for PC Item E – Electrical Works

6.1 Minutes of Council's Special Management Meeting - August 16, 2018.

6.1.1 Res: 1266

Ashok Balgovind & Associates had evaluated the Tenders and submitted a Tender Evaluation Report which was considered by the Council's Management and it was noted that the prices of Cosmic Services Ltd did not correlate with the totals in the Tender Documents, therefore, the consultant queried the Tenders and revised prices were received with answers to queries. The anomalies and clarifications sought by the consultant was vague. The council was not fully aware of the same. The revised prices received from tenderers were as follows:-

- Engineer Procure Construct (Fiji) Ltd = \$665,371.82 VIP
- Laser Tech Electrical Services Ltd = \$582,515.88 VIP
- Cosmic Services = \$617,267.00 VIP

The revised prices were reviewed by both Ashok Balgovind & Associates and QuanTech Pacific.

The council decided to call the tenderers for an interview and Ashok Balgovind was to be part of the interview panel.

6.2 Minutes of Interview for Swimming Pool Development Electrical Works – August 20, 2018.

6.2.1 Res: 1279

The council conducted an interview of the three (3) electrical contractors that had tendered for the electrical works.

The Project Consultant, Ashok Balgovind & Associates was also part of the interview panel.

Mr. Ashok Balgovind led the interview and requested the tenderers to elaborate on the queries that were sent for Tender prices and submission that were made for price change.

6.2.2 Laser Tech Electrical Services

- Price changed because quoted for plastic sub board instead of metal industrial sub board as required.
- Also quoted for ATS with sub board main switch board and cable.
- Laser Tech's quote was lowest.
- Laser advised that they had sufficient cash flow to commence work and did not need any upfront payment.

6.2.3 Engineer Procure Construct (Fiji) Ltd – (EPC)

- EPC had some confusion on the civil works which meant to them the building and pool works and required electrical easements marked therein as provision which was cleared.
- EPC agreed on all associated electrical cable trench work indicated on drawings including backfilling to on ground state.
- EPC also included Energy Fiji Ltd inspection and approved and allowed in the Tender.
- EPC was found to be heavily committed with projects and may not be able to execute the project on time.
- Experience was mainly was mark on infrastructure development works and not much on buildings.

6.2.4 Cosmic Services Ltd

- Council enquired on substantial price difference after Tender query.
- The tenderer advised just because they had allowed electrical works for the flood light which was a separate Tender item and was rectified after the query.

Note:

All the Tenderers were also informed that due to urgency, electrical conduit works were carried out by council for concrete pouring of the pools by the pool contractor and therefore the cost of these works would be deducted from their scope of works.

After the interview, the interview panel in principle agreed that Laser Tech Electrical Services Ltd to be awarded the Tender.

The Consultant, Mr. Ashok Balgovind was required to carry out a final evaluation and submit a compiled document of the Tenders received from each electrical company together with a Tender Evaluation Report with recommendation of successful tenderer for council's further consideration.

6.3 Minutes of Council's Management Meeting – October 2, 2018

6.3.1 Res: 1541

- The council's management committee considered the Tenders received as follows:-

1)	Laser Tech Electrical Services Ltd	=	\$554,715.88 VIP
2)	Engineer Procure Construct (Fiji) Ltd	=	\$665,534.39 VIP

3) Cosmic Services Ltd = \$720,000.00 VIP

- The council management further considered that after query on tenders, the revised confirmed tender prices received were as follows:-

1)	Laser Tech Electrical Services Ltd	=	\$582,515.89 VIP
2)	Engineer Procure Construct (Fiji) Ltd	=	\$665,534.39 VIP
3)	Cosmic Services Ltd	=	\$617,267.00 VIP

- The management noted that the PC Sum allowed by the consultant in the project was \$565,000.00 VIP and the revised tender price of Laser Tech Electrical Services Ltd was \$582,515.89 was giving a difference of \$17,515.89 VIP which was a variation to the total project cost.

Ashok Balgovind and Associates had provided its Final Tender Evaluation Report in conjunction with the recommendation of the interview panel that the Tender for Electrical Works to be awarded to Laser Tech Electrical Services Ltd at the revised Tender Sum of \$582,515.89 VIP.

The council after consideration of the above had accepted the Tender of Laser Tech Electrical Services Ltd and referred to the Line Ministry for approval.

6.4 The Ministry after receiving the Tenders had raised some queries on the difference in Tender price from the original and revised and also the miscellaneous sums.

6.5 Minutes of Council's Special Management Meeting – October 23, 2018.

6.5.1 Res: 1643

The queries received by the Ministry was considered by the council and the consultant and the tenderer, Laser Tech Electrical Services Ltd were advised to justify the figures given as miscellaneous in the Tender Schedule.
The queries by the Ministry was attended by the consultant.

6.6 The Ministry vide letter dated January 30, 2019 approved the Tender of Laser Tech Electrical Services Ltd.

6.7 Minutes of Council's Management Meeting – January 24, 2019.

6.7.1 Res: 160

The council approved the Tender for Electrical Services by Laser Tech Electrical Services Ltd at the revised sum of \$582,515.89 VIP.

6.8 The Contract Agreement between Lautoka City Council and Laser Tech Electrical Services Ltd was executed on May 17, 2019.

7. Tender for PC Item 'A' – Competition Equipment's, Timing System, Accessories and Scoreboard.

7.1 Minutes of Council's Management Meeting - October 11, 2018.

7.1.1 Res: 1627

- The council management had considered the Tenders received as follows:-
 - Metal Works & Joinery Ltd = \$1,429,605.25 VIP
 - Luxury Pools (Fiji) Ltd = \$1,370,772.00 VIP
- The Tenders were referred to Ashok Balgovind & Associates for evaluation with QuanTech Pacific and Ashok Balgovind had furnished a Tender Evaluation Report as follows:-
 - a) Metal Works & Joinery Ltd – Tender was in association with HTS Group operating in New Zealand and Australia and were suppliers of Quantum Swiss Timing Equipment's Systems used worldwide.
 - b) Luxury Pools – Tendered in association with International Quadratics of Australia and supplies for US and Canadian Association.
 - Had given alternative system to that specified such as Calorado system which was less preferred.
 - Proposing gutter hung touch pads which were hard to repair locally.
 - Provided tendered schedule listing in their own format and were asked to provide schedule as in Tender Document for better comparison.

7.1.2 For evaluation of the Tenders, Ashok Balgovind & Associates consulted FINA representatives in Fiji and Oceania and recommended for SWISS System as per HTS. SA Aquatics – had also supported the system.

7.1.3 Ashok Balgovind & Associates on the above recommendation had recommended to use SWISS System, QuanTech and Omega Touch Pad and recommended Tender of Metal Works & Joinery be accepted at the revised tendered price of \$1,377,884.55. The amount varied with rate of duty changed and currency conversion rate, used rate of 0.6319.

Note:

PC Sum Budget Allowed	=	\$ 850,000.00
Less Metal Works & Joinery Tender	=	<u>\$1,377,884.55</u>
Extra Needed		\$ 527,884.55 VIP

This was variation to the PC Sum allowed for the project.

The council resolved to call the Tenderers for an interview and QuanTech Pacific to endorse the recommendation of Ashok Balgovind & Associates in the final evaluation.

7.2 Minutes of the Interview of Tenders for PC Item 'A' – Competition Equipment, Timing System, Accessories and Scoreboard – October 19, 2018.

7.2.1 Res: 1634

- The interview was conducted by the Consultant, Mr. Ashok Balgovind & Council's Management Team.
- The interview panel in principle agreed to award the Tender to Metal Works & Joinery Ltd at the revised price of FJ\$1,377,884.55 VIP.
- The consultant was required to furnish a final Tender Evaluation Report for council's further deliberations.

7.3 Ashok Balgovind & Associates vide letter dated October 24, 2019 had recommended that the Tender of Metal Works & Joinery Ltd at the revised tender sum of FJ\$1,377,884.55 VIP after applying common exchange rate of 0.6319 and duty of 10% plus 9% of VAT be accepted.

The council also required the Tenders to be evaluated by Quantity Surveying Consultant, QuanTech Pacific.

7.4 QuanTech Pacific vide electronic mail dated November 23, 2018 endorsed the Tender Evaluation Report of Ashok Balgovind & Associates.

7.5 Minutes of Council's Special Management Meeting – November 29, 2018.

7.5.1 Res: 1905

The council's management considered the Tender Recommendation of Ashok Balgovind & Associates vide letter dated October 24, 2018 and endorsement of the report by QuanTech Pacific vide electronic mail dated November 23, 2018 and resolved that the Tender of Metal Works & Joinery Ltd at the revised tender sum of FJ\$1,377,884.55 VIP be provisionally approved and referred to Line Ministry for final approval prior to the award of the Tender.

Note:

PC Sum allowed in the project was \$850,000.00 and with revised Tender Price of Metal Works & Joinery Ltd at \$1,377,884.55 VIP, results in variation to the PC Sum allowed by \$527,884.55 VIP.

7.6 The Line Ministry vide letter dated January 30, 2019 had approved the Tender of Metal Works & Joinery Ltd at the revised sum of \$1,377,884.55 VIP.

7.7 Minutes of Council's Special Management Meeting - January 31, 2019.

7.7.1 Res: 179

The council's management considered the approval of the Line Ministry and resolved to award the Tender for PC Item 'A' to Metal Works & Joinery Ltd at the revised sum of FJ\$1,377,884.55 VIP.

7.8 The council vide letter dated February 14, 2019 had offered the Tender to Metal Works & Joinery Ltd at the sum of \$1,377,884.55 VIP in conjunction with HTS Group Ltd.

7.9 Metal Works & Joinery Ltd had accepted the offer on February 2, 2019.

Note:

The Contract Agreement between Lautoka City Council and Metal Works & Joinery Ltd was prepared by council with engagement of a law firm and was ready for execution.

The signing of the agreement is pending due to the following reasons:-

- 1) Upon signing, council will need to make arrangement for 50% deposit as per Tender. (The council had exhausted all funds received from the Government towards payment to contractor's progress claims on Contract 'A' and Contract 'B'.
- 2) Metal Works & Joinery Ltd's current contract for construction of associated facilities – Contract 'B' has expired and also the security bond.
- 3) Financial constraints faced by the contractor due to payment issues to renew the current bond for the Contract 'B' due to non-payment of Progress Claims.
- 4). Ministry is well informed of the 50% deposit upon signing of Contract Agreement as it is overseas procurement items.

8. Tender for PC Item 'B' – Hydraulics, Pumps, Chlorifiers, Filters and Tanks.

8.1 Minutes of Council's Management Meeting – October 11, 2018.

8.1.1 Res: 1623

The council considered the Tenders received and referred to Ashok Balgovind & Associates for evaluation and to provide council with a Tender Evaluation Report for further consideration.

8.1.2 Ashok Balgovind & Associates evaluated the Tenders and submitted a Tender Evaluation Report vide letter dated September 27, 2018 as follows:

8.1.3 The Tenders were evaluated in consultation with their Consultant, Leisure Engineering of Brisbane, Australia.

- The Tenders were for the equipment supply, installation and commissioning.
- Vinod Patel & Company Ltd tendered equipment's were different from those specified in the Tender.
- Vinod Patel & Company Ltd prices could fluctuate.
- Luxury Pools was supplying the equipment's as specified and exclusion of some equipment's which were to be supplied by IXOM in lieu of contract with council for supply of chlorine.

8.1.4 Ashok Balgovind & Associates recommended that the Tender of Luxury Pools for \$677,063.96 VIP be accepted on the following:-

- IXOM offer was to be accepted to complement the balance of equipment's.
- The duty allowed was 50% and may vary.

8.1.5 In the schedule of prices, the Free of Charge (FOC) items offered by IXOM was actually priced \$279,202.58 VIP in Luxury Pools Tender and would be deducted from the Tender Sum of Luxury Pools at \$956,266.55 VIP giving a final sum of \$677,063.96 VIP if was accepted the Tender in Option 2 of Luxury Pools with Central Pacific Chemicals IXOM.

Note:

PC Sum allowed in the project was \$450,000.00 and Luxury Pools price in Option 2 was \$677,063.96 VIP gave a balance of \$277,063.96 VIP as variation amount to the project cost.

8.1.6 The council resolved to invite both Luxury Pools (Fiji) Ltd and Vinod Patel & Company Ltd for an interview.

8.2 Minutes of Tender Interview – October 19, 2018.

8.2.1 Res; 1635

The interview was conducted by Ashok Balgovind & Associates together with the Council's Management Team.

At the end of the interview, the panel recommended that Tender of Luxury Pools at the sum of \$677,063.90 VIP to be accepted with IXOM offer to complement the balance of equipment's as in Luxury Pool Tender in Option 2.

Ashok Balgovind & Associates was asked to undertake a final Tender Evaluation and furnish a report for council's further deliberation.

8.3 Minutes of Council Management Meeting – November 29, 2018.

8.3.1 Res: 1906

The council management considered the Tenders recommended and the recommendation of the interview panel.

The council also considered the final Tender Evaluation of Ashok Balgovind & Associates dated October 24, 2018 and resolved that the Tender of Luxury Pools as in Option 2 in the Tender at the sum of FJ\$671,063.93 VIP with equipment supply with \$279,202.55 VIP (FOC) by IXOM in lieu of five (5) years contract with Lautoka City Council for supply of pool chemicals at (revised rate) FJ\$1.95/liter VEP and at the end of the contract term the equipment's would belong to council at no extra cost was 'Provisionally Approved' and referred to the Ministry for further consideration and approval prior to the award of Tender to Luxury Pools (Fiji) Ltd.

8.4 The Line Ministry vide letter dated January 30, 2019 had approved the Tender of Luxury Pools with IXOM for supply of pool chemicals for five (5) years before ownership of the equipment is transferred to council.

8.5 Minutes of Council's Special Management Meeting – January 31, 2019.

8.5.1 Res: 179

The council considered the approval of the Line Ministry and resolved as follows:-

- (a) That the Tender for Hydraulics, Pumps, Chlorifiers, Filters and Tanks - Item 'B' of the PC Sum be approved and awarded to Luxury Pools at the sum of FJ\$677,063.96 VIP (Option 2) with sanitization equipment supply worth \$279,202.55 VIP (FOC) by IXOM in lieu of five (5) years contract with Lautoka City Council for supply of pool chemicals at FJ\$1.95/litre (revised price) VEP.
- (b) That Lautoka City Council and IXOM to enter into MOU for supply of pool chemicals and after five (5) years, the equipment's would become property of Lautoka City Council for Free of Charge (FOC).

8.6 The council vide letter dated February 14, 2019 awarded the Tender to Luxury Pools (Fiji) Ltd.

8.7 Minutes of Site Meeting – February 21, 2019.

8.7.1 Res: 316

It was noted that an electronic mail was received from Mr. Maxwell's Son, Mr. Anthony of Luxury Pools that their Tender was valid for thirty (30) days and had lapsed and was invalid. Later Mr. Maxwell called the Chief

Executive Officer to advise to disregard the email and that his son was frustrated.

Mr. Anthony had also called the Acting Director Building/Engineering Services and again advised that their Tender was invalid.

On the said note the Chief Executive Officer responded to Luxury Pools on their decision of Tender and if they failed to accept, then council would re-tender – Luxury Pools was given dead line till February 25, 2019 to respond to council's offer or otherwise the council would re-tender.

8.8 Luxury Pools on February 25, 2019 accepted the Tender.

8.9 The council had prepared a Contract Agreement by its Solicitors, however could not be executed as Luxury Pools had put forward the following conditions before signing of the Contract Agreement.

- (1) Luxury Pools required guarantee (undertaking) letter from council that they would be paid on time by the council on progress payments in timely manner due to concurrent financial issues on payments of previous progress claims.
- (2) Luxury Pools required amendment to the Contract Agreement on the clause for performance bond. Luxury Pools requested for extension of existing performance bond of Contract 'A' to the contract for the PC Item 'B' as almost 80% of the works on pool contract was completed and there was no condition for performance bond in the Tender Documents and this was agreed by council. The Contract Agreement was amended accordingly by the council's solicitors and ready for execution.
- (3) The Contract Agreement was set for signing on May 30, 2019 at 2.00pm when Mr. Maxwell advised that he was leaving the country and would be back after two (2) weeks (Refer Minutes of Special Management Meeting – June 3, 2019, **(Res: 944/06/19)**).
- (4) Luxury Pools vide electronic mail dated May 30, 2019 informed council that the price of the hydraulic equipment's as of July 2019 would increase by 2.5% by the suppliers, therefore, orders needed to be placed as soon as possible.
- (5) In the last moment just before signing of the Contract Agreement, Luxury Pools had put a condition that the variations discussed in the site meetings for the pool contract to be paid before signing of the Contract Agreement.
- (6) The above was discussed with Mr. Maxwell by the council with its solicitors that the main contract for construction of the pools and PC Items were two (2) separate contracts but Luxury Pools declined to sign the Contract Agreement.
- (7) The matter was again discussed in the June 11, 2019 site meeting and Luxury Pools agreed to sign the Contract Agreement but later raised other issues with respect to variations to their main contract to be paid first and was reluctant to sign the Contract Agreement.

- (8) Due to delay caused in signing of the Contract Agreement, there was change in management of IXOM and council was informed by Luxury Pools in a site meeting that they had withdrawn their offer of Free of Charge (FOC) supply of equipment's.
- (9) IXOM was given time line to review their offer which had extended and expired with no response.

8.10 Minutes of Council's Management Meeting – September 4, 2019.

8.10.1 Res: 1597

The pools were being filled with water and required sanitization equipment's and Ashok Balgovind & Associates vide letter dated August 27, 2019 had provided three (3) options to council to consider as follows:-

Option 1

- 1 A. The Contract Agreement between Lautoka City Council and Luxury Pools for the sum of \$677,063.96 VIP to be signed as soon as possible so that the equipment's could be ordered and this project to move forward and Luxury Pools could complete the works.
- 1B. Whilst waiting for response from IXOM, the council to look into other options that may also mean to re-tender of the sanitization aspect of the project.

Option 2

- If Option 1 was not activated, then the whole Tender to be recalled.

- 8.11 The council further considered that any of the above Options adopted need to be further discussed with Luxury Pools and relay the decision to the Line Ministry before altering the Contract Agreement and all parties need to have a common understanding of the matter.
- 8.12 Ashok Balgovind & Associates vide council's letter dated September 6, 2019 was asked to schedule a meeting with Luxury Pools.
- 8.13 Due to non-payment of July and August, 2019 claims of Luxury Pools the subject matter could not be further discussed.

The Ministry whilst processing the July, 2019 progress claim of Luxury Pools dwelled into contract for this PC Item and questioned on the performance bond issue which was not relevant to payment due for the main Contract 'A' for construction of pools and the Ministry was advised accordingly vide council's letter dated October 18, 2019 to settle the claims for the month of July & August, 2019 and other issues could be dealt later.

- 8.14 To date the August Progress Claim is pending for payment with no further discussion with Luxury Pools on the Contract of PC Items.
- 8.15 Therefore, for the Contract Agreement with option to amend for supply of hydraulic equipment's by Luxury Pools is pending discussion between Luxury Pools, the council and the consultant before a submission is made to the ministry to endorse the way forward.

9. Tender for PC Item 'C' – Flood Light & Light Towers – (1500 Lux Lighting Intensity of International Standard).

9.1 Minutes of Council's Management Meeting – October 11, 2018.

9.1.1 Res: 1628

The council considered the Tender received as follows:-

- Vinod Patel & Co. Ltd = FJ\$697,900.00 VIP
(Did not specify if Tender included Light Towers)
- Nation Electrical Care = FJ\$1,548,260 VIP
(No details provided in the Tender).
- Cosmic Services Ltd = FJ\$1,383,000 VIP
(Tender provided with Lighting Specification and Tower Design)
- Engineer Procure Construct (Fiji) Ltd – did not provide lump sum in form of Tender.

Prices in mixed denomination – Australian & Fijian Dollars.

Ashok Balgovind & Associates carried out the Tender Evaluation and furnished a report vide letter dated October 2, 2018 with recommendation as follows:-

- Tenders were found to have anomalies and questionnaire was sent to all tenderers and the response was as follows:-
 - a) Only three (3) companies appeared to be interested.
 - b) The Tenders did not look to be conclusive.
 - c) Some companies had given option and were not clear.

On the above the consultant recommended to re-tender which was considered by the council and fresh tender was called.

- 9.2 - The Tender was re-advertised in the Fiji Sun on December 15, 2018 and December 19, 2018.

- The closing date of the Tender in the advertisement was January 4, 2019 whereas in the Tender Documents issued by Ashok Balgovind & Associates was January 25, 2019.

9.3 Minutes of Council's Tender Committee Meeting – January 14, 2019

9.3.1 Res 119

The Tender Committee opened the Tender Box and registered only one (1) Tender of Poly Products (Fiji) Ltd.

- 9.4 Due to conflict in closing dates of Tenders as stipulated in the Tender Advertisement and Tender Document, the Council's Tender Committee again opened the Tender Box on February 1, 2019.

9.5 Minutes of Tender Committee Meeting – February 1, 2019.

9.5.1 Res: 227

The Tender Committee registered the Tender Submission of Cosmic Services Ltd.

9.6 Minutes of Council's Management Meeting – February 21, 2019.

9.6.1 Res: 349

The council considered the Tenders received and due to the conflict in closing dates, it was decided that for transparency, the council not to elaborate further on the two (2) Tenders and fresh Tenders to be called again.

The Tender Deposit paid by both the companies were to be returned.

- 9.7 The council again re-advertised the Tender in the Fiji Sun on March 2 and March 6, 2019 with closing date on March 29, 2019 at 3.00 pm in sealed Tender Box kept in Council's Office.

9.8 Minutes of Meeting of Council's Tender Committee – March 29, 2019.

9.8.1 Res: 534

The Council's Tender Committee opened and registered the following Tenders:-

- 1) Vinod Patel & Co. Ltd
- 2) Viensa Electrical Services
- 3) Cosmic Services Ltd
- 4) Engineer Procure Construct (Fiji) Ltd

9.9 Minutes of Council's Special Management Meeting – April 17, 2019.

9.9.1 Res: 699

The council's management considered the Tenders received were as follows:-

- 1) Vinod Patel & Co. Ltd = \$912,462.69 VIP
- Tendered for supply only.
- 2) Viensa Electrical Services = \$1,520,864.00 VIP
- Tendered for supply and install.
- 50% upfront payment required upon order.
- Structural Engineers – WesEng Consulting Ltd with Sub-Consultant – Khemindra Narayan.
- 3) Cosmic Services Ltd - \$1,148,000.00 VIP
- Tendered for supply and install.
- Structural Engineer – Engineered Designs Ltd
- 4) Engineer Procure Construct (Fiji) Ltd
- Tendered for Supply and Install:-

Part A Supply = \$573,833.80 AUD (VEP)
Part B Installation = \$249,465.00 FJD (VEP)

- Engineer – Chands Engineering and Design Tech of Fiji.

The council management resolved that the above Tenders be referred to Ashok Balgovind & Associates for evaluation with QuanTech Pacific and provide council a Tender Evaluation Report before calling the tenderers for an interview.

9.10 Ashok Balgovind & Associates evaluated the Tenders and furnished a Tender Evaluation Report vide letter dated June 27, 2019 as follows:-

- Vinod Patel & Co. Ltd – (Supply Only) = \$ 912,462.69 VIP
- Cosmic Services Ltd – (Supply & Install) = \$1,147,720.00 VIP
- VIENSA Electrical – (Supply & Install) = \$1,520.864.00 VIP
- Engineer Procure Construct (Fiji) Ltd = \$1,225,039.69 VIP
(Supply & Install)

(Prices were given in mixed denomination, Fijian & Australian Dollars and was converted to Fijian Dollars for evaluation purpose.

A report of Quantity Surveying Consultant – QuanTech Pacific was also awaited.

9.11 **Minutes of Council's Management Meeting – July 22, 2019.**

9.11.1 Res: 1258

The council's management considered the Tender Evaluation Report of Ashok Balgovind & Associates and resolved to invite

the tenderers that had tendered for supply and install only for interview as follows:-

- VIENSA Electrical Services
- Cosmic Services Ltd
- Engineer Procure Construct (Fiji) Ltd
-

Ashok Balgovind & Associates was also invited to lead the interview process and the Ministry was invited to be part of the interview panel.

9.12 Minutes of Tender Interview – July 25, 2019.

9.12.1 Res: 1308

As recommended by Ashok Balgovind & Associates, the following tenderers were called for an interview:-

- Engineer Procure Construct (Fiji) Ltd
- VIENSA Electrical Services
- Cosmic Services Ltd

The interview process was led by Ashok Balgovind & Associates with council's management team.

The Ministry was also invited but no one was present.

The interview panel ranked each tenderer categorized in terms of task appreciation, similar projects undertaken, tender compliance and completeness, approach and design methodology, local resources/project personnel and project cost.

The interview panel evaluated the Tenders based on the above category and recommended the Tender of Cosmic Services Ltd to be accepted and required Ashok Balgovind & Associates to provide a Final Tender Evaluation Report with recommendation of successful tenderer for council's further deliberation and discussion.

9.13 Minutes of Council's Management Meeting – August 14, 2019.

9.13.1 Res: 1431

The council considered the evaluation criteria used by the interview panel in recommending a tenderer for the said scope of works and also considered the Tender Evaluation Report of Ashok Balgovind & Associates dated July 26, 2019 which was endorsed by QuanTech Pacific and resolved to accept the Tender of Cosmic Services Ltd for PC Item 'C' – Flood Lighting and Light Towers at the sum of \$1,147,720.00 VIP and referred to the Line Ministry for approval.

9.14 The council vide letter dated August 26, 2019 forwarded the matter to the Line Ministry and a response is awaited.

Annexed for reference are the following for Tender of PC Items 'A – E':-

- Tender Advertisements.
- Tender Documents
- Tenders Received
- Tender Evaluation Reports of Ashok Balgovind & Associates.
- Endorsements of QuanTech Pacific
- Letter for referral of Tenders with council's recommendation to the Line Ministry for consideration.
- Approvals of the Ministry.
- Copies of minutes of council meetings.

I. SUMMARY

1. Initial Project Estimate

The initial project estimate after confirmation that the proposed swimming pool shall comply with the Olympic Standard Swimming Pool with Associated Facility and on the Final Concept Design, the Consultant, Ashok Balgovind & Associates estimate was \$7.7m.

2. Detail Design of the project was completed and necessary approvals were obtained from stakeholders.

3. Tender

Tender for contractors were called by the council and after due process and approval of the Ministry of Local Government (Line Ministry) had awarded the Tender for Construction Phase as follows:-

- | | | |
|--|---|--------------------|
| - Contract 'A' - Luxury Pools (Fiji) Ltd | = | \$4,864,125.00 VIP |
| - Contract 'B' – Metal Works & Joinery Ltd | = | \$3,965,200.00 VIP |

Other items which were in the PC Sum, the council had decided to call for separate Tenders.

4. Government Funding

The council was required by the Line Ministry to make a Public Sector Investment Project (PSIP) submission for Government Funding of the project and council made a submission based on consultant's estimate of \$7.7m.

- Copy is annexed for reference.

5. Phasing of the Project.

The council had decided to undertake the construction works in phases as follows:-

- The Civil Works- The council to carry out site preparation works in-house. The site works required cut and fill to set two (2) platforms at levels 27 and 29 for the kids/learners pool facility and the Olympic standard swimming pool facility.

- Contract 'A' – Luxury Pool for construction of the three (3) pools started six (6) months before the start of Contract 'B'.
- Contract 'B' – Metal Works & Joinery Ltd for construction of other associated facility, i.e. buildings, pool aprons, car park, drainage, etc – started works six months later.

This was to allow Luxury Pools to have no obstructions on site to carry out substantial earth works and construction of the pools. Also to allow forecasted cash flow and request for funds from the Government in the next financial year.

6. Signing of Contract Agreements

- Contract Agreement for Contract 'A' – Luxury Pools (Fiji) Ltd was signed on January 18, 2018 and the contractor took possession of site on January 19, 2018.
- Contract Agreement for Contract 'B' – Metal Works & Joinery Ltd was signed on June 8, 2018 and the contractor took possession of the site on June 12, 2018.
- Contract Agreement for PC Item 'E' – Laser Tech Electrical Services Ltd was signed on May 17, 2019 and the contractor immediately started works.

7. Tender for Items in the PC Sum.

Whilst Contracts 'A' & Contract 'B' were in progress, Tenders were called for the PC Items. The PC Items contract sum compared to PC Sum allowed by the consultant and the differences are as tabulated below:-

PC SUM ITEMS - COST VARIATIONS

	PC Item	Contract Sum	PC Sum Allowed	Difference
A	FINA Equipment's - (Metal Works & Joinery Ltd, awarded – agreement to be signed)	\$1,377,884.55 VIP	\$850,000.00 VIP	\$527,884.55 VIP
B	Hydraulics, Filters, Tanks and Pumps. (Luxury Pools (Fiji) Ltd. – awarded, agreement to be signed) - Sanitization – (Luxury Pools not interested, therefore, to be Tendered)	\$677,063.96 VIP Plus \$279,202.00 VIP	\$450,000.00 VIP	\$506,266.51 VIP
C	Flood Lights & Light Towers – (Cosmic Services Ltd – Awaiting Ministry's approval)	\$1,147,720.00 VIP	\$600,000.00 VIP	\$547,720.00 VIP
D	Fire – (Central Fire Protection Services – Awaiting Ministry's approval)	\$8,518.35 VIP	\$10,000.00 VIP	(\$1,481.65) VIP
E	Electrical Works (Laser Tech Electrical Services Ltd)	\$582,515.89 VIP	\$565,000.00 VIP	\$17,515.89 VIP
	TOTAL	\$4,072,905.30 VIP	\$2,475,000.00 VIP	\$1,597,905.30 VIP
PC SUM BUDGETED = \$2,651,000.00 VIP				

J. Project Budget

1. In the 2018/2019 Budget allocation, the Ministry had the total funds projected from the Government forecasted at \$12.6m which was recieved by electronic mail dated May 28, 2018.
2. The Consultant, Ashok Balgovind & Associates upon awarding the Tenders for Contract 'A' and Contract 'B' only, had provided a financial forecast (Budget) for the project dated July 16, 2018 as follows:-

		Forecast \$ (VIP)
a.	Design & Documentation	885,013.51
b.	Civil Works	270,415.00
c.	Construction – Swimming Pool (Contract 'A')	4,864,125.00
d.	Construction – Building Works (Contract 'B')	3,965,200.01
e.	Tender in Progress:- i. Competition Equipment ii. Hydraulics, Chlorifiers etc. iii. Flood lights & towers iv. Fire requirements v. Electrical	2,651,000.00
	TOTAL	\$12,635,753.52

3. The Tender for the PC Items were yet to be decided, therefore, Ashok Balgovind & Associates budget was based on the PC Sum allowed in the project.
4. The council vide letter dated September 3, 2018 provided the Ministry Project Update Report with Estimate Budget of project amounting \$12,635,753.52 VIP.
5. In the meeting with the Hon. Minister, Mrs. Premila Kumar, on her first official visit on January 4, 2019, the council briefed her on the project and had informed of the project estimate cost of \$12,635,753.52 VIP, [Res: 040/01/19].
6. The council vide letter dated January 8, 2019 had informed the Ministry that the estimate of the project was \$12,635,753.52 VIP and was subject to change as for the PC Item 'C' – Flood Lights and Light Towers was yet to be known.
7. Following the above, a swimming pool stakeholders meeting was held in the Ministry of Economy Conference Room with Officials from Ministry of Local Government, the Council, Project Consultant, the Contractors and CIU.

The meeting was to discuss on non-payment of contractors Progress Claims, Project Budget and the PC Sum Items.

The Ministry of Economy required [Res: 123/01/19] a full project report from the Ministry of Local Government by January 18, 2019 and then they would provide a feedback on PC Sum Items.

8. The council vide letter dated January 17, 2019 had again advised the Ministry of the Total Project Cost amount was \$12.6m.
9. The Line Ministry vide letter dated January 30, 2019 had approved Tenders for PC Sum Items "A, B & C" and with the understanding to be funded by government except for PC Item C – Flood Lighting due to increase of Tender for PC Items "A & B".

- Annexed for reference:-
- Electronic mail from Ministry dated May 28, 2018.
- Ashok Balgovind & Associates financial forecast dated July 16, 2018.
- Council's letter dated September 3, 2018.
- Council's letter dated January 8, 2019.
- Res: 123/01/19.
- Council's letter dated January 17, 2019.
- Ministry letter dated January 30, 2019.

10. Minutes of Meeting with Ministry of Economy – (CIU) – February 22, 2019

10.1 Res: 336

Discussion on project funding with Ministry of Economy there was an understanding for \$12.6M and council to utilize its funds for flood lighting.

- Copy of minutes annexed for reference.

11. The council was informed that Government would fund 12.6m for the project and this has been confirmed by the Ministry vide electronic mail dated November 21, 2019 that it is understood through their budget consultation for the Final Year 2019/2020 in July, 2019 that the project cost was \$12.6m.

The Line Ministry made a submission to Ministry of Economy for release of payments for July, 2019 works with project cost of \$12.6m which was also endorsed by the Ministry of Economy.

- Copy annexed for reference.

K. Initial Project Estimate to Escalated Project Cost

- The Estimate Cost of Project by Ashok Balgovind & Associates on Concept Design was \$7.7m.

The council is of the opinion that the figures were understated as the cost had escalated over \$12.6m and currently stands at \$14.7m as per Ashok Balgovind & Associates Financial Forecast Schedule provided on November 20, 2019 during the meeting held in the council chambers.

- Further to meeting held on November 20, 2019 with Mr. Ashok Balgovind & Associates in the council chambers with the Council's Management, Consultant from the Ministry of Local Government, Ms. Maria McNair and the Chairperson of the Board of Administrators, Ms. Lal Sowane, Mr. Balgovind was required to provide explanation to justify variation in cost from the initial estimate to the current.

Annexed for reference is Financial Forecast Schedule of Ashok Balgovind & Associates.

L. Government Grant

Grant Allocation

No.	Financial Year	Amount Budgeted	Amount Received
1	2016/2017 Challenge Fund	\$750,000.00 VIP \$1,000,000.00 VIP	\$750,000.00 VIP \$1,000,000.00 VIP
2	2017/2018	\$3,000,000.00 VIP	-
3	2018/2019	\$2,500,000.00 VIP \$1,000,000.00 VIP	\$2,500,000.00 VIP \$1,000,000.00 VIP
4	2019/2020	\$4,100,000.00 VIP	\$324,247.13 VIP
	TOTAL	\$12,350,000.00 VIP	\$5,574,247.13 VIP

Grant Received

No	Date	Amount Received \$(VIP)
1.	7/03/17	750,000.00
2.	6/06/17	1,000,000.00
3.	29/08/18	1,000,000.00
4.	21/11/18	824,058.52
5.	04/02/19	675,941.48
6.	10/05/19	1,000,000.00
7.	5/11/19	324,247.13
	TOTAL	\$5,574,247.13

Total grant received as of November 11, 2019 is \$5,574,247.13 VIP.

M. Summary of Payments

Refer to Schedule of Payments for Progress Claims to Consultants, Contractors and works carried out in-house by council as of November 5, 2019.

Copy of Summary of Payments annexed for reference with invoices from Contractors/Consultants and Payment Certificates of Quantity Surveying Consultant, QuanTech Pacific and Lead Consultant, Ashok Balgovind & Associates.

The Progress Claims are evaluated and certified by the Quantity Surveying Consultant, QuanTech Pacific followed with certification by the Lead Consultant, Ashok Balgovind & Associates. The certified claims were reported to council for approval and payments were made accordingly.

As of August 2019, the council was informed of the new transition that CIU would verify all payments for project consultants/contractors. Release of payment would be facilitated once IPC was cleared by CIU and this instruction has been observed by the council.

N. CONSTRUCTION PHASE

A) Civil Works by Council

- 1) Civil works was undertaken in-house whilst the Tender for Contract 'A' and Contract 'B' were being finalized.
- 2) Civil work started immediately after the ground breaking ceremony by the former Minister for Local Government, Housing & Environment - Mr. Praveen K Bala on May 4, 2017.
- 3) Site was cleared off trees and vegetation and was cut and fill to achieve platform levels 27 & 29 in accordance to the design levels.
- 4) The civil works was completed in November, 2017 and site was prepared for hand over to contractors.

B) Contract 'A' – Luxury Pools (Fiji) Ltd, Contract for Construction of Pools Only.

- 1) Luxury Pools commenced work on site on January 19, 2018 with contract term of ten (10) months.
- 2) Initial challenges faced by contractor was wet weather condition.
- 3) **Minutes of Meeting of Swimming Pool Development Update – March 8, 2018.**

3.1 Res: 383

- Luxury Pools advised of wet weather condition which had hindered the excavation of the pools.
 - Luxury Pools requested for engineer to check the ground condition of the kids/learners pool area as the pool would be on fill area and recommended for stabilization of the base.
 - Ashok Balgovind & Associates was required to get their Engineer, Engineered Design to check and would await recommendation of the engineer.
- 4) In early April, 2018 TC Cyclone Josie and Keni had caused torrential rain fall affecting work progress.

5) Minutes of Meeting of Swimming Pool Development – April 4, 2019.

5.1 Res: 559

- The Consultant Engineer, Mr. Vijay Krishnan of Engineered Designs briefed on the kids pool and that the test results were not favorable. Over half of the pool to the shallowest point to the mid of the pool, trench showed low bearing capacity and recommended for ground improvements by excavating, rolling of subgrade, back fill and compact gap 65 material to stabilize the base.
- 6) The warm up pool was concreted on May 27, 2018.
 - 7) First half of competition pool concreted on July 15, 2018.
 - 8) Second half of competition pool was concreted on September 16, 2018.
 - 9) Kids/Learners pool was concreted in January, 2019.
 - 10) Pool tiling works commenced in February, 2019.

10) Minutes of Swimming Pool Meeting – June 11, 2019

10.1 Res: 946

- 10.1.1 Luxury Pools variation claim was discussed on the issue of balance tanks 1 & 2. The contractor claimed that they had changed size of balance tanks from 25 meters x 2.4 meter to 25m x 4.0m and the cost to be amortized from the cost allocated for the balance tank for kids/learners pool which was not required and deleted.

The council responded after sighting of the drawings and noted that the size on drawings was 25m x 4m and not 25m x 2.4m as claimed by Luxury Pools and was required to justify the variation.

- 10.1.2 Variation for the backfilling of kids/learners pool to stabilize the base.

It was agreed that Ashok Balgovind & Associates and QuanTech Pacific to assess the claim and Ashok Balgovind & Associates to provide the details to QuanTech Pacific.

11. Luxury Pools (Fiji) Ltd stopped work in mid-September 2019 for non-payment of July and August progress claims without prior notice to the council.
12. Luxury Pools has achieved almost 90 % completion. The kids/learners pool and the warm up pool are both filled with water and is maintained by the council. The competition pool is also ready to be filled with water on completion of some tiling works.

- Copies of minutes of meeting are annexed for reference.

C) Contract 'B' – Metal Works & Joinery Ltd, Contract for construction of Associated Facilities

1. Metal Works commenced work on site on June 12, 2018 with contract term of nine (9) months
2. Initial challenges faced by the contractor was shortage supply of reinforcing bars, cement and wet weather.
3. Metal Works also expressed on delays caused to their work due to ongoing works of Luxury Pools.

4. Minutes of Swimming Pool Site Meeting – June 22, 2018

4.1 Res: 917

The consultant instructed for extension to the pump room 1 for the electrical main switch board.

LCC responded that it was made very clear that variations were not allowed on Government Funded projects. The consultant to justify if any.

5. Minutes of Meeting with Metal Works & Joinery Ltd – November 29, 2018

5.1 Res: 1902

Slow performance noted due to non-payment and contractor requested finance issue should be sorted out by the council.

6. Minutes of Swimming Pool Site Meeting – May 22, 2019

6.1 Res: 854

Metal Works workmanship was discussed and the project engineer, Mr. Vijay Krishnan of Engineered Design advised that in certain areas the contractor was instructed for rectification works and the balance of the work could be done with good industrial practice

He said with respect to concrete works - floor, beams and columns were done using ready mix except for buildings (F), for which columns were filled using site mix as a result there had been some discoloration.

7. The engineer had core sampling test done which was not favorable and had instructed the contractor to break concrete columns in building F and redo.
8. The contractor was also instructed to improve on building works.

9. Minutes of Council's Special Management Meeting – June 3, 2019

9.1 Res: 945

Council observed performance of the contractor slowed down affecting other contractors – electrical contractors work on site. Metal works was called for a meeting.

10. Minutes of Meeting with Metal Works & Joinery Ltd – June 11, 2019

10.1 Res: 947

The meeting was to discuss on the contractors performance.

The contractor explained that he has programed his work, unfortunately could not progress due to rain.

Councils concern was that due to slow performance of contractor, funds from the ministry for the current year could not be utilized and the new financial year was ahead. If the funds were not utilized, the allocation would be taken back by the government for other projects.

11. Minutes of Council's Special Management Meeting – July 4, 2019

11.1 Res: 1168

The contractor had requested for the extension of time for extension of performance bond which was considered by the council on the recommendation of the consultant, Ashok Balgovind and Associates and allowed six (6) months extension with effect from March 19, 2019 on the

ground of shortage of supply of materials, wet weather condition and payment issues.

12. On September 25, 2019 Metal Works & Joinery Ltd issued a notice of stop work due to non-payment of July 2019 progress claim.
13. The funds were received from the government on November 5, 2019 and payment were made accordingly.
14. For way forward the contractor is requiring a meeting with the council and the line ministry to further discuss on funding and payments including mobilization costs and prolongation costs.
15. Metal Works has done 30% of works which is mainly building concrete works up to beam level, roof of Building 'A' and concrete apron works.

- Annexed for reference are the following.
 - Copies of minutes of meetings.
 - Copy of stop work notice by Metal Works & Joinery Ltd.

D) PC Item 'E' – Laser Tech Electrical Services Ltd for Electrical Works

1. Laser Tech Electrical Services started work immediately after signing of the contract agreement on May 17, 2019 with contract term of eight (8) months.
2. The contractor has done electrical conduits for the Building 'A' and laying most of the underground conduits.
3. The contractor's progress is dependent on progress of Luxury Pools and Metal Works.

O) VARIATION & ADDED COSTS

1. The council vide letter dated September 27, 2019 had put forward the following questions with respect to variations in the project to Ashok Balgovind & Associates:-
 - What are different variations and why?
 - What is the cause of this variations?
 - Who should be responsible?
 - Why should council pay for it or otherwise who is liable to pay for it?
2. Ashok Balgovind and Associates vide letter dated October 1, 2019 had submitted variations with provisional sums for Contracts 'A' and 'B' amounting \$126,960.39 VIP with reasons for variations which needed further discussion and approval before any payment is made as tabulated below.
 - Copy of letter of Ashok Balgovind & Associates is annexed for reference.

PROJECT VARIATION

Project Variation Activities	Project Variation Cost (Provisional)	Approved By Ministry/ Pending For Discussion	Reasons For Variation
Luxury Pools <ul style="list-style-type: none"> • Extra excavation of Children's Pool due to soft patches mainly in the lower section of the pool and as required by the engineers • Balance tank 3 This was deleted as the reticulation is now direct to pool skimmer box. 	<p>\$28,000.00 - Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific</p> <p>(\$52,250.00) Negative</p>	<p>Pending For Discussion</p> <p>Pending For Discussion</p>	<p>During excavation, contractor encountered soft patches. Therefore, construction of pool would have been risky and could have settled. The Engineer required and recommended extra excavation and backfill with gap 65 to stabilize the base before construction of the pool.</p> <p>This was deleted as the water connection is direct to kid's pool skimmer box.</p>
Metal Works & Joinery Ltd <ul style="list-style-type: none"> • Item 'A' Spectator Male & Female Toilets • Item 'B' Toilets/Change Rooms & Shower 	<p>\$17,699.06 - Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific</p> <p>\$10,048.49 - Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific</p>	<p>Pending For Discussion</p> <p>Pending For Discussion</p>	<p>Raising of floor by one row of block in foundation and terrace level to have sufficient fall away from the building and as existing platform was level and to avoid flooding in the building</p> <p>Raising of floor by one row of block and terrace level in foundation to have sufficient fall away from the building and as existing platform was level and to avoid flooding in the building</p>

<ul style="list-style-type: none"> • Item 'C' Toilets/Change Rooms & Shower 	\$5,708.41 - Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific	Pending For Discussion	Raising of floor by one row of block and terrace level in foundation to have sufficient fall away from the building and as existing platform was level and to avoid flooding in the building
<ul style="list-style-type: none"> • Item 'E' Office Space 	\$4,651.35 – Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific	Pending For Discussion	To anchor footing in solid ground, had to dig extra 400mm deep.
<ul style="list-style-type: none"> • Item 'F' Public toilet. Male and Female 	\$8,974.79 – Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific	Pending For Discussion	To anchor footing in solid ground, had to dig extra as the footing could not rest on filled area.
<ul style="list-style-type: none"> • Item 'P' Driveway 	\$80,815.00 – Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific	Pending For Discussion	Layout changed from the original design to have gentle slope and avoid steep cut and requiring costly protection. This would provide nice landscape with entrance to the complex. Therefore increase in length of driveway from original 84m to 142m.
<ul style="list-style-type: none"> • Switch Board Room beside Pump Room 1 	\$10,950.33 – Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific	Pending For Discussion	The floor was raised by one row of block and addition of switch board room to ensure there are no vandalism to the main switch board.
<ul style="list-style-type: none"> • Item 'U' Site Works – Retaining Wall 	\$12,366.96 -	Pending For Discussion	The extension of this retaining wall has been carried out to avoid soil erosion.

	Cost evaluated by Ashok Balgovind & Associates and is to be verified by QuanTech Pacific		
ADDITIONAL COST APART FROM ABOVE			
EFL – Power Supply	<ul style="list-style-type: none"> - EFL quotation for cost of capital works = \$120,184.98 VIP - Other LCC 's responsibility is trenching, backfilling, reinstatement, supply of fine sand, construction of transformer plinth and payment of fees to relevant service providers.(Lead Consultant to evaluate cost associated to these works) 	Pending For Discussion	EFL cabling works & Installation of transformer for three phase power supply.
Back Wash Tank	Estimate to be provided by the consultant		

The consultant has referred the above to the Quantity Surveying Consultant, QuanTech Pacific to verify the figures and a report is awaited.

P) Payments to Consultants/Contractors as of November 22, 2019

Consultant/Contractor	Amount Paid \$ (VIP)
Ashok Balgovind & Associates	633,442.74
QuanTech Pacific	38,150.00
Luxury Pools (Fiji) Ltd	4,442,181.10
Metal Works & Joinery Ltd	1,191,208.61
Landmark Surveying Consultants	10,746.25
Laser Tech Electrical Services Ltd	28,526.41
Entech Ltd	16,949.50
Total	\$6,361,204.61

Note

Budget Received = \$5,574,247.13 VIP

Budget Utilized to date = **\$6,636,118.50 VIP** = \$5,574,247.13 (Government Grant) + \$1,061,871.37 (LCC Funds).

- Schedule of Costing is **annexed** for reference.

Q) Payment Issues – Meetings with the Contractor's

Refer to Minutes of Meetings with Contractors **Annexed** as follows:-

- Minutes of Council's Management Meeting – July 19, 2018, Res: 1081
- Minutes of Council's Management Meeting – August 3, 2018, Res: 1188
- Minutes of Meeting with Contractors – August 6, 2018, Res: 1193
- Minutes of Council's Special Management Meeting – August 9, 2018, Res: 1263
- Minutes of Council's Special Management Meeting – August 29, 2018, Res: 1275
- Minutes of Council's Special Management Meeting – October 25, 2018, Res: 1652 & 1696
- Minutes of Council's Special Management Meeting – November 6, 2018, Res: 1752
- Minutes of Management Meeting with Ministry and Contractors – December 6, 2016, Res: 1917

R) Disbursements Claim by Ashok Balgovind and Associates

Ashok Balgovind and Associates vide letter dated August 7, 2019 had submitted their Disbursements Schedule for transport costs, time travel costs and including costs for the consultants under their engagement dating back from August 28, 2016 with costs amounting \$151,741.00.

Under the Contract Agreement with Ashok Balgovind & Associates, the Expenses and Disbursements shall be incurred with prior approval of the council and shall be accompanied with documentary evidence.

1. Minutes of Council's Special Management Meeting – August 20, 2019

Res: 1140

It was considered as follows:

- That there had been no prior notification or discussion by Ashok Balgovind & Associates with the council or any approval given by the council for the above Disbursement Claims by Ashok Balgovind & Associates.
- Ashok Balgovind & Associates should have in the initial stages advised and obtained approval of the council of the disbursements that should be claimed and the council would have further deliberated or negotiated and agreed on the disbursements to be claimed at an agreed rate.
- If the council had the knowledge of all the site visits, meetings and inspections conducted by the consultant were to be claimed as disbursements, the frequency of those meetings would have been reduced from the current weekly meetings.
- In the Contract Agreement, 15% of the fee is allocated for supervision to completion of the project. That needed further clarification for the consultant's eligibility to claim rates on Travel Time for project observation.

- If Ashok Balgovind & Associates was entitled to claim disbursements for the sub-consultants under their engagement.

The council decided to call Mr. Ashok Balgovind for a meeting to further discuss the matter.

2. Minutes of Meeting with the Consultant (Ashok Balgovind & Associates) – August 20, 2019

Res: 1442

The council had a meeting with Mr. Ashok Balgovind in the subject matter and was advised that the Disbursement Claim needed to be verified and justified before it is submitted to the Line Ministry and CIU.

Council's concern was discussed with him based on the points considered by the council in its Special Management meeting on August 20, 2019

Mr. Ashok Balgovind was asked to revisit the contract agreement and clarify the matter with the council as it was not acceptable to the council.

Thereafter, Ashok Balgovind & Associates has not responded.

- Annexed for reference
- Copy of letter of Ashok Balgovind & Associates dated August 7, 2019.
- Minutes of council meeting.

S) Query by QuanTech Pacific on Consultancy Fees of Ashok Balgovind & Associates

1. QuanTech Pacific whilst processing Progress Claim No. 8 of Ashok Balgovind & Associates had again queried on the consultancy fees. The query was that the cost of the project has escalated by five times higher than the initial estimate. The consultancy fee was based on estimate of \$2,000,000.00 VEP and the fee was \$136,000.00 VEP or 6.8%.
2. QuanTech Pacific had asked if the percentage should be reviewed. The consultant should not have used 6.8% if the works were correctly estimated at the time or should be liable for giving that unrealistic estimate in the first place.
3. The above was further discussed with QuanTech Pacific and was asked to provide an assessment of fees for discussion with Mr. Ashok Balgovind.

4. Minutes of Council's Management Meeting – May 9, 2019

4.1 Res: 836

- The council considered the query of QuanTech Pacific and noted that the cost of the project had escalated over 70%. According to QuanTech Pacific the fee on percentage normally slides down on increasing contract sums and if there was any allowance for a reduction in fee percentage noting the cost was underestimated by as much as 70%.

- QuanTech Pacific had provided an assessment of Ashok Balgovind & Associates fee on reduced percentage of 6.0 % of the construction sum instead of 6.8% and for supply and install items in the PC Sums reduced to 2.5% for further discussion with Ashok Balgovind & Associates.

5. Minutes of Swimming Pool Development Meeting – May 22, 2019

5.1 Res: 855

- Mr. Ashok Balgovind and Mr. Sefton of QuanTech Pacific were both invited to discuss the matter. The assessment of Quantech Pacific on reduced percentage was discussed and in response Mr. Balgovind informed that the fee charged by other consultants would have been 8% to 10 % and theirs was only 6.8%.
 - Mr. Sefton expressed that he felt that consultant's engagement was much greater for Contracts 'A' & 'B' and PC Item – Electrical Contract and therefore has reduced the percentage slightly to 6.0%. As for the supply and install items in the PC Sum had used 2.5%.
 - Mr. Balgovind explained that PC Sum Items were not just buy and install. He had engaged consultants in Brisbane to ensure the design and specification is met for compliance with FINA requirements.
 - Once works on PC Items progressed, the consultants would be called into the country to check the equipment's and the airfares would be paid by Ashok Balgovind & Associates.
 - Mr. Sefton advised council that under the contract agreement Ashok Balgovind & Associates was entitled to 6.8%.
 - Mr. Balgovind was requested to reconsider his fee for the PC Sum Items.
6. Ashok Balgovind and Associates revisited their fee and submitted a revised Progress Claim with fee of 6.8% on the main contracts and electrical works and 5.8% for the PC Sum Items – Supply & Install. Further discount on fee was given on the value of FOC supply of Sanitization Equipment amounting \$16,193.75 VIP (i.e. 5.8% of \$279,202.58 VIP).
7. Based on the above percentage, fee of Ashok Balgovind & Associates is as Tabulated in 'A' – **Appointment of Lead Consultant** above is \$826,214.77 VIP. The consultant has given a reduction in fee of \$51,090.88 VIP.

8. Minutes of Council's Special Management Meeting – July 4, 2019

8.1 Res: 1167

The council considered the reduced fee percentage for the PC Sum Items – Supply & Install and was accepted. The Revised Progress Claim of Ashok Balgovind & Associates was referred it to QuanTech Pacific and was certified for payment.

- Copies of minutes of council's meeting is attached for reference.

The above sequence of activities briefly explains the process and procedures that were followed and observed for the management of the subject project.

Yours faithfully

JONE NAKAUVADRA
CHIEF EXECUTIVE OFFICER
November 27, 2019

Annex 1

Meeting Minutes

EOI

For Lead Consultant

LAUTOKA CITY COUNCIL**MINUTES OF MANAGEMENT MEETING OF THE LAUTOKA CITY COUNCIL HELD IN THE COUNCIL CHAMBER ON WEDNESDAY, AUGUST 18, 2015 AT 6.01 PM**

PRESENT: Chief Executive Officer, Mr. Jone Nakauvadra
Acting Director Building/Engineering Services, Mr. Shalendra Dass
Acting Director Finance & Admin/Services, Ms. Diksha Naidu
Manager Health Services, Mr. Rouhit Singh
Rates Clerk, Mr. Irinale Nabalarua
Town Ranger, Mr. Charley Saukuru
Parking Meter Supervisor, Mr. Sundressan Reddy
Acting Market Master, Mr. Bai
Maintenance Supervisor, Mr. Kaleem Begg
Accounts Clerk, Mr. Abdul Israaz
Transport Officer, Mr. Esika Qoro
Secretary, Mrs. Aruna Gounder

APOLOGIES: Works Manager, Mr. Sachin Kumaran
Horticulturist, Mr. Shri Charan

ENGINEERING MATTERS**Lautoka City Council – Proposed Swimming Pool Development, Botanical Garden, Thomson Crescent, Lautoka. File: 8/07/260**

The management considered the report of the Acting Director Engineering Services dated August 17, 2015 in the above matter.

It noted that the council had decided to carry out development of a Swimming Pool at its Botanical Garden Site.

It noted that Lautoka did not have a public swimming pool facility and the swimming pools that were available to use by the citizens of Lautoka were at the club houses and at the hotels. Those were restricted for use by the club members and the visitors only.

It was noted that Lautoka did not have a swimming pool that was open for use by all citizens of Lautoka for leisure or for career development as an expert swimmer.

It was noted that with the development of Churchill Park with an IAAF Certified Athletic Track and associated facilities, that a swimming pool with good facilities were fundamental to development of sports and provided opportunities to everyone, from a beginner to the international class athlete. Facilities that were well designed build to last long and well maintained were a pleasure to use and gave ample return on the time and investment in the construction and day to day use. Swimming could be enjoyed by people of both sexes, across all ages and also people with disabilities. It was recognized as a sport that was beneficial to the nation's health and wellbeing.

LAUTOKA CITY COUNCIL

It was noted that swimming pools of international standard were only available in Suva City which were owned by the Fiji Sports Council and the Suva City Council and for development of swimming as a thriving sport, the people in the west that had interest in swimming were deprived of proper facilities which were open to public for use with minimal fees and charges. It was for this reason the council had undertaken a commitment to construct an international standard swimming pool at its botanical garden site.

It was noted that the development would complement the development at Churchill Park and in development of athletes.

It was also noted that the Botanical Garden was selected as the appropriate site for the said development due to the following reasons as follows:-

Site Selection

- Has ample space for the proposed facility and for future expansion.
- The site had very little constraints such as shape and contours which reduced need for excavation or the visual impact of the proposed development.
- The site was readily accessible by pedestrians, cars, cyclists, coaches, emergency vehicles and public transport.
- Had ample space for car parking for users and staff.
- The site was located close to public service such as water supply, sewer reticulation, storm water drainage, sealed road, hospital, fire station and public transport network.
- The site was also in close vicinity of Churchill Park, Nadovu Park, Schools, Residences and the Central Business District of Lautoka.

Prospective Users

It noted that Pool users would comprise of a combination of the following groups:-

- Local community
- Schools
- Trainers and experts
- Swimming clubs
- People with disabilities
- Older people
- Carers with babies and young children

Activities

It noted that the pool would be used for the following activities:-

- Recreational Swimming
- Learning to swim
- Fitness swimming
- Training
- Competitive swimming

LAUTOKA CITY COUNCIL

Other Activities

- Diving
- Water Polo
- Canoe Practice
- Lifesaving practice
- Sub-aqua training
- Underwater hockey
- Leisure activities
- Private practice

Proposal

It noted that the new pool should meet the present day standards and have the capacity of increasing use. If the proposed pool water area was too small it would be under constant pressure during busy periods.

Therefore, it was proposed that the council should construct two swimming pools to meet the demand for a community pool and competition pool with associated facilities as follows:-

Community Pool – the recommended community pool was 25m x 13m with 6 lanes.

Competition Pool – the recommended competition pool was 50m x 25m with 8 lanes.

Associated Facilities

- Change Rooms – separate male and female changing rooms with integrated toilet and shower and individual cubical for families and wheelchair users.
- Locker Rooms – locker rooms for safe storage of personal items for pool users.
- First Aid Room – the first aid room should be directly accessible from the pool side with separate external access to the parking area for emergency vehicles and equipped with emergency equipments and stretches.
- Pool Equipment Store – for storage of swimming aids, float lines, starting blocks, lane ropes, etc.
- Staff Room and Changing – staff accommodation should be independent from public facilities.
- Cleaners Store – storage of cleaning equipment and materials and provision of cleaners sink.
- Mechanical Services Room – to house the pool pumps and filtration system.
- Car Park Space.

It further noted that the council on the above specification was required to make a submission to the Ministry of Local Government, Housing and Environment for funding assistance and an architectural design concept plan was also required as part of the submission.

The management further considered tabled report dated August 18, 2015 on the subject matter.

It noted the estimate cost for a Olympic Standard Swimming Pool with Associated Facilities were follows:-

LAUTOKA CITY COUNCIL

No	Particulars	Rate	Estimate Cost
1.	Competitive Pool 25m x 50m x 8 Lanes	\$1,000.00/m ²	\$1,250,000.00
2.	Community Pool 13m x 25m x 6 Lanes	\$1,000.00/m ²	\$ 325,000.00
3.	Change Rooms for Male & Female 10m x 12m	\$ 900.00/m ²	\$ 108,000.00
4.	Locker Room 10m x 5m	\$ 800.00/m ²	\$ 40,000.00
5.	First Aid Room 5m x 6m	\$ 650.00/m ²	\$ 19,500.00
6.	Pool Equipment Storage 3m x 4m	\$ 650.00/m ²	\$ 7,800.00
7.	Pump & Filter Room (Plant Room) 5m x 6m	\$ 800.00/m ²	\$ 24,000.00
8.	Attendance Room & Office with Toilet & Shower Facility for Male & Female 6m x 4m	\$ 800.00/m ²	\$ 19,200.00
9.	Cleaning Storage Room (Chemical Storage) 3m x 3m	\$ 650.00/m ²	\$ 5,850.00
10.	Pool Equipment – Pump & Filtration System		\$ 150,000.00
11.	Sewer Connection 100m to IYC Park Sewer Reserve		\$ 20,000.00
12.	Water Supply 50m to Road Pole 50m x 0.45m	\$ 200.00/m ²	\$ 4,500.00
13.	Electricity Supply	Provisional Sum	\$ 100,000.00
14.	Car Park Space		\$ 40,000.00
15.	Landscaping		\$ 50,000.00
16.	Fence		\$ 40,000.00
17.	Pool Equipments		\$ 150,000.00
18.	Score Board Electronic		\$ 120,000.00
19.	Spectator Stand		\$ 250,000.00
20.	Lockers – 40 No		\$ 5,000.00
	Sub Total		\$ 2,728,850.00
	Consultancy Services - 7%		\$ 191,019.50
	Contingency Sum – 10%		\$ 219,986.95
	Project Estimate Cost		\$3,211,856.45

LAUTOKA CITY COUNCIL

It further noted that the Ministry of Local Government, Housing & Environment was requiring a report for the said development.

RESOLVED

1302

- (1) A submission be made to the Ministry of Local Government, Housing & Environment for the subject proposal.
- (2) That tender be called for Architectural Consultancy Services for the concept design of the proposed swimming pool development with associated facility.

Annex 2

Tender Advertisement For Lead Consultant

MBS
copy

LAUTOKA CITY COUNCIL



**PROPOSED SWIMMING POOL DEVELOPMENT
AT COUNCIL'S BOTANICAL GARDEN
THOMSON CRESCENT, LAUTOKA**

TENDER FOR CONSULTANCY SERVICES.

Lautoka City Council invites registered Architectural or Civil Engineering Consultants with expertise in the design of swimming pool with associate facilities to tender for the consultancy services for concept design and detail design for the said development at the council's Botanical Garden site.

The council is proposing to development the Botanical Garden with international standard swimming pool facility. The proposal is to construct a competitive pool and a community pool. The competitive pool will be to host competitions, training and for people with interest for development of swimming as a career. The community pool will be for leisure activities.

A copy of the Prescribed Tender Document can be obtained from the council's Engineering Department or on the website www.mylautokacity.com

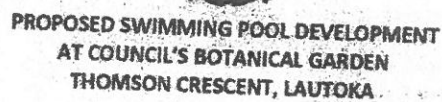
All tenders should be submitted in a sealed envelope and marked "PROPOSED SWIMMING POOL DEVELOPMENT AT COUNCIL'S BOTANICAL GARDEN - TENDER FOR CONSULTANCY SERVICES." addressed to the Chief Executive Officer, Lautoka City Council, Lautoka and deposited in the Sealed Tender box at the Council Office, Civic Centre Building, 169 Vitogo Parade, Lautoka.

Tender closes at 4.00 pm on Friday, September 18, 2015.

**JONE NAKAUVADRA
CHIEF EXECUTIVE OFFICER**

B43 - Fiji Sun - Wednesday
02/09/15

MBS 47



TENDER FOR CONSULTANCY SERVICES.

Lautoka City Council invites registered Architectural or Civil Engineering Consultants with expertise in the design of swimming pool with associate facilities to tender, for the consultancy services for concept design and detail design for the said development at the council's Botanical Garden site.

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Tender closes at 4.00 pm on Friday, September 18, 2015.

IONE NAKAUVADRA
CHIEF EXECUTIVE OFFICER

B-73-115 - Sub no. - 5/10/5

LAUTOKA CITY COUNCIL



RE-ADVERTISED

**PROPOSED SWIMMING POOL DEVELOPMENT
AT COUNCIL'S BOTANICAL GARDEN
THOMSON CRESCENT, LAUTOKA**

TENDER FOR CONSULTANCY SERVICES

Lautoka City Council invites registered Architectural or Civil Engineering Consultants with expertise in the design of swimming pool with associate facilities to tender for the consultancy services for concept design and detail design for the proposed development at the council's Botanical Garden site.

The Council is proposing to develop the Botanical Garden into an international standard swimming pool facility. The proposal is to construct a competitive pool and a community pool. The competitive pool will be to host competitions, training and for people with interest for development of swimming as a career. The community pool will be for leisure activities.

A copy of the Prescribed Tender Document can be obtained from the Council's Engineering Department or on the website www.lautokacity.com

All tenders should be submitted in a sealed envelope and marked **PROPOSED SWIMMING POOL DEVELOPMENT AT COUNCIL'S BOTANICAL GARDEN - TENDER FOR CONSULTANCY SERVICES** and submitted to the Chief Executive Officer, Lautoka City Council, and deposited in the Sealed Tender Box at the Council Office, Civic Centre Building, 169 Vhago Parade, Lautoka.

The closing date has been extended from 4:00 pm on Monday, September 14, 2015 to 4:00 pm on Friday, September 18, 2015.

CHIEF EXECUTIVE OFFICER

B77- P. 5 - Saturday 19/9/15

LAUTOKA CITY COUNCIL



**RE-ADVERTISED
PROPOSED SWIMMING POOL DEVELOPMENT
AT COUNCIL'S BOTANICAL GARDEN
THOMSON CRESCENT, LAUTOKA**

TENDER FOR CONSULTANCY SERVICES.

Lautoka City Council invites registered Architectural or Civil Engineering Consultants with expertise in the design of swimming pool with associate facilities to tender for the consultancy services for concept design and detail design for the said development at the council's Botanical Garden site.

The council is proposing to develop the Botanical Garden with international standard swimming pool facility. The proposal is to construct a competitive pool and a community pool. The competitive pool will be to host competitions, training and for people with interest for development of swimming as a career. The community pool will be for leisure activities.

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All tenders should be submitted in a sealed envelope and marked "PROPOSED SWIMMING POOL DEVELOPMENT AT COUNCIL'S BOTANICAL GARDEN - TENDER FOR CONSULTANCY SERVICES." addressed to the Chief Executive Officer, Lautoka City Council, Lautoka and deposited in the Sealed Tender box at the Council Office, Civic Centre Building, 169 Vitogo Parade, Lautoka.

The Tender closing date has been extended from 4.00 pm on Friday, September 18, 2015 to 4.00 pm on Friday, September 25, 2015

**JONE NAKAUVADRA
CHIEF EXECUTIVE OFFICER**

LAUTOKA CITY COUNCIL

MINUTES OF TENDER COMMITTEE MEETING OF LAUTOKA CITY COUNCIL HELD AT THE CHIEF EXECUTIVE OFFICER'S OFFICE, SHIRLEY PARK, LAUTOKA ON MONDAY, SEPTEMBER 28, 2015 AT 11.15AM

PRESENT: Chief Executive Officer, Mr Jone Nakauvadra [Chairman]
Director Health Services, Mr Gyneshwar Rao
Acting Director Finance & Admin Services, Ms Diksha Naidu
Accounts Clerk, Mr Israaz Khan
Secretary, Mrs. Sera Bogileka

AGENDA

Tender for
Expression of Interest
- Consultancy Services - Swimming Pool Development
File: 24/19/4

The following companies *Tendered* expressed their interest on the subject development works' consultancy services:

- 1 Erasito Consultant Ltd
- 2 Pacific Risk Consulting Engineers Ltd
- 3 Arch & Build (Fiji)
- 4 Sharma Design Group
- 5 Ashok Balgovind & Associates
- 6 Houg Lee Kaba Jacob Ltd

RESOLVED:

1511

That the Acting Director Engineering Services to compile a report on the subject ~~Expression of Interest~~ *Tender* and submit in the next management meeting

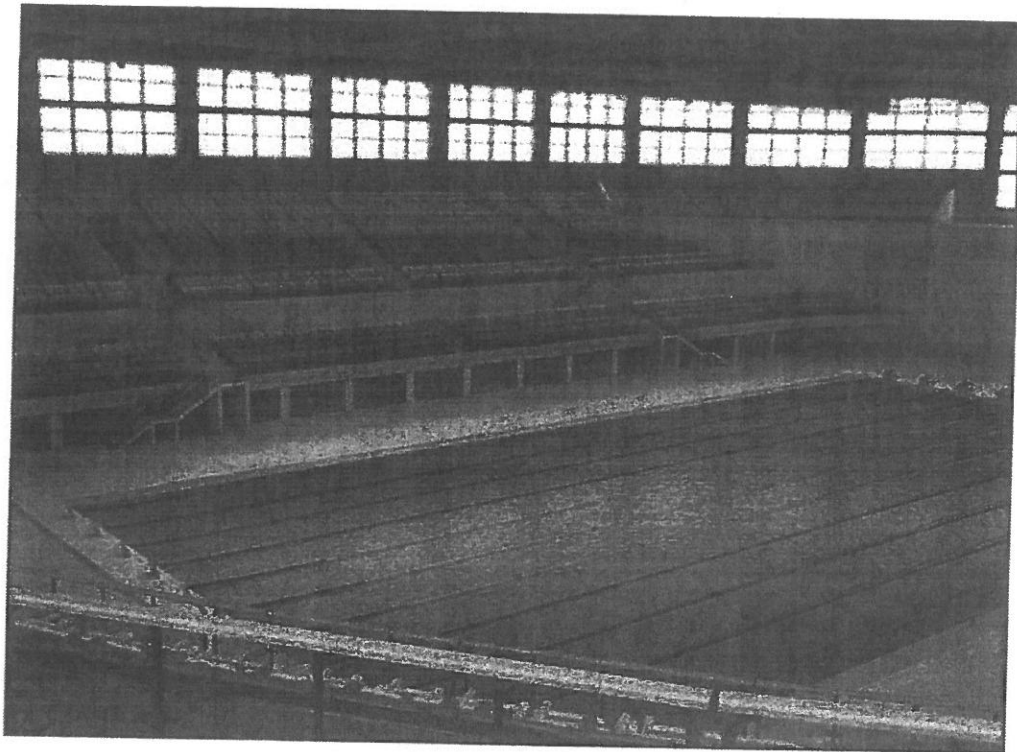
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Annex 3

Tender Documents For Lead Consultant

EXPRESSION OF INTEREST

LAUTOKA CITY COUNCIL PROPOSED SWIMMING POOL DEVELOPMENT AT COUNCILS BOTANICAL GARDEN TENDER FOR CONSULTANCY



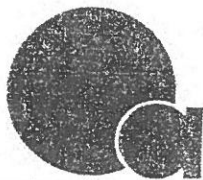
ashok balgovind & associates
registered architects, engineers & planning consultants

1st Floor, FTU Headquarters Complex, 1-3 Berry Road, Suva. GPO Box 15090, Suva.
Phone: 3314883 Fax: 3314884 Email: abasfi@gmail.com



LAUTOKA CITY COUNCIL

CHIEF EXECUTIVE OFFICER



ashok balgovind & associates

Registered Architects, Engineers and Planning Consultants

1st Floor, FTU Headquarters Complex, 1 - 3 Berry Road, Suva, Fiji G.P.O. Box 15090, Suva, Fiji
Phone : 331 4883, 331 4750 Fax : 331 4884 Email: abas_fj@hotmail.com

15th September 2015

The Chief Executive Officer
Lautoka City Council
Lautoka

Dear Sir

Re: **EXPRESSION OF INTEREST -PROPOSED SWIMMING POOL
DEVELOPMENT AT COUNCILS BOTANICAL GARDEN - TENDER
FOR CONSULTANCY SERVICES**

We hereby register our interest to be selected as Consultant to provide Services for your Project. Upon selection we would act as the Principal Consultant for Planning Project Coordination, Management and Architectural Services.

COMPANY PROFILE

Our company was established in 1980 and is a locally registered company providing diverse Architectural and Engineering Consulting Services and planning to clients both locally and in the Pacific Region. The company has over the years gained a reputation for sound and reliable services covering a wide range of projects.

The scope of services provided by the company include:

- Pre-Planning (site selection, feasibility and cost analysis etc.).
- Master Planning (presentations, schematic, 3D drawing and forward planning).
- Design & Documentation
- Project/Contract Administration (coordination of consultants, tendering, Supervision, project management during construction and progress certification etc.)
- Supplementary services (renovations, interior design, evaluation reports etc.).
- Fitout design & supervision
- Physical Audit

The company has a competent team to produce high quality and economical structure to suit the client's budget.

Ashok Balgovind (B.Arch., A.N.Z.I.A., M.F.A.A.)
Praveel Prasad (B.E. Civil, M.I.E., Aust. M.F.I.E.)

Res.: 4 Yaka St. Nadera, Nasinu Phone : 339 2203 Fax : 334 0032
Ba Office: Namosau, Ba. Phone : 667 4690

Clients of the firm include Government departments, manufacturing industry, banks, developers of commercial and residential projects and individual private clients, university, religious and civic bodies. We endeavor to provide quality Architectural and Engineering services within the budget of our clients.

We have provided consulting to:

- Master planning and development proposals;
- High rise and medium rise commercial buildings and office complexes;
- Educational institutions;
- Major Industrial buildings;
- Residential buildings;
- Internal office layout and renovations / refurbishment;
- Refurbishment works;
- Civic development;
- Feasibility and planning;

TEAM & RESOURCES

We have a competent team to provide Architectural, Town planning, EIA and allied services to projects of any scale and are well versed with local and overseas trends to cope with any special requirements. All works undertaken by the company complies with the Fiji National Building Code, current New Zealand and Australian standards and Codes of Practice and we are well conversant with the Code requirements. All works within the company is aided with computer design and CAD programs with very apt manpower.

FEES & CHARGES

The fees and charges are generally based on terms and conditions of Fiji Association of Architects and Fiji Institute of Engineers. This can be negotiated and determined for the particular project.

COMMENTS

We would be available if you need to discuss further with you. We would like you to know the following:

1. We are in a position to start the project as soon as you like and deliver the project to you as soon as you prefer, as we are here to give service to our clients.
2. Our aim is to give you best value for your money. Thus we aim to give refined details in our design to ensure no wastage takes place and thus your money is best utilized.

Thus we feel confident that we can give you the required service. It would be a pleasure to work with your Organization.

Yours faithfully


ASHOK BALGOVIND

KEY PERSONAL

Ashok Ram Balgovind – B.Arch, ANZIA, MFAA

Rohitash Balgovind – B.Arch (UTS, Syd), Dip Arch, Cert 1-4
Arch.Tech(UWS)

COMPANY PROFILE



Company Profile

Headquarters: Suva, Fiji
Branches: Lautoka, Fiji Islands
Sydney, Australia

Philosophy

The firm has a competent team to produce high quality and economical structures within the budget of the client and has over the years gained a reputation for delivering sound and reliable services covering an extensive list of projects.

The firm's philosophy is to:

- Satisfy the requirements of the client
- Provide an effective and cost efficient solution
- Provide a high degree of professional and technical competence
- Perform to schedule and to budget
- Accept professional responsibility for services provided

Ashok Bajaj Vinn & Associates

Branches:
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Company Profile

Headquarters: Suva, Fiji
Branches: Lautoka, Fiji Islands
Sydney, Australia

Services

The majority of work undertaken by the firm is in the fields of architecture, structural engineering and project management for buildings of timber, steel and reinforced concrete construction.

The firm provides consulting services to full spectrum of building projects; from residential renovations and alterations to multi storey buildings complete with design, documentation and technical supervision during construction as well as project and contract administration.

Apart from traditional architectural and engineering skills and experience, the firm also provides consulting services to projects that require knowledge of the specialized design techniques needed for earthquake and cyclone resistance, local site and foundation conditions, construction techniques and locally available building materials.

Ashok Bajaj Vinn & Associates

Branches:
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants

Company Profile

Headquarters: P.O. Box 1111
Suva, Fiji
Tel: 05 222 1111
Fax: 05 222 1111
Email: info@ashokbalgovind.com

The scope of specialized services provided includes:

- ✓ Pre-Planning (site selection, feasibility and cost analysis etc.)
- ✓ Design & Documentation (master planning conceptual and schematic, contract drawings and specification)
- ✓ Project & contract Administration (co-ordination of consultants, tendering and recommendations, supervision during construction, progress payment certification and project management etc.)
- ✓ Supplementary services (renovations, interior design and refurbishment, evaluation reports and cyclone resistance assessment and certification etc.)

The firm has provided consulting services to:

- High rise and medium rise commercial buildings;
- Major industrial buildings;
- Educational institutions and religious buildings;
- Residential buildings;
- Earthquake resistant buildings;
- Internal office layouts, renovations and refurbishments;
- Historic building conservation;
- Sporting complex and facilities;
- Cyclone resistance recommendations and certification;
- Redevelopment of resorts and hotels, etc.
- EIA for projects;

Ashok Balgovind & Associates

Branches:
Laosha, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants

Company Profile

Headquarters: P.O. Box 1111
Suva, Fiji
Tel: 05 222 1111
Fax: 05 222 1111
Email: info@ashokbalgovind.com

OFFICE FACILITIES AND PERSONNEL

The firm has a registered architect and a registered engineer who are corporate members of the professional institutions in Fiji. The design team consists of Senior Technician with up to 23-years experience in Architectural Drafting and Intermediate technician with 13-years experience.

Architects & Assistants

Architect & Managing Director:

Ashok Balgovind - B. Arch., A.N.Z.I.A., R. Arch. (Fiji)

Registered Architect having wide planning and design experience.

Architect:

Rohitash Balgovind - B.Arch(U.T.S.Syd) | Dip.Tech | Cert I-IV.Arch(U.W.S.Syd)

Finished his Degree in Sydney, has worked in a number of projects in Australia, New Zealand, Dubai and the South Pacific. Excellent knowledge in 3D and Virtual Building Tours(4D). He is also the Director of the firm.

Ashok Balgovind & Associates

Branches:
Laosha, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Technicians

Administration

Western Office

Arthur Baldwin & Associates

registered architects, engineers and planning consultants



Current Commitment

Stage

- ASHOK BHADESHWAR & ASSOCIATES**

registered architects, engineers and planning consultants



Company Profile

Headquarters: Suva, Fiji
Branches: Lautoka, Fiji Islands
Sydney, Australia

Major Completed Projects

Our company has carried out many master-planning projects over the years.

1. Cakaudrove Provincial Holdings Co. Ltd.
Commercial Building development in Savusavu
2. Tulja Jewellers - Suva
(Internal Shop Fitout) - Tender
3. Pizza King - Nausori
(Interior Design) - Construction
4. Namosi House (Interiors)
Internal Fitout Design.
5. Youneeda House
Two-storey commercial complex in Nausori - Redevelopment
6. University Of Fiji - Saweni, Lautoka
Phase I: A hall converted to a University in Western division.
Phase II: 2-storey extension to the hall.
7. Pacific Councelling and Social Services
Extension to Lautoka Hospital.
8. Toorak Investments Ltd.
New Showroom for D. Gokal and Co.
9. Gospel High School
Extension to Existing Building
10. Toorak Tower
Multi-storey Office Complex.

Ashok Baled Vinn & Associates

Branches:
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Company Profile

Headquarters: Suva, Fiji
Branches: Lautoka, Fiji Islands
Sydney, Australia

Major Completed Projects

11. FTU Apartment Block - Berry Road, Suva
A 16 Unit executive apartment recently completed.
12. CTCs Apartment Block - Knolly Street, Suva
A 18 Unit executive apartment.
13. Dr. Sahu Khan FIFA National Academy
A unique world acknowledge academy for soccer in Bd for Fiji Football Association where the planning called for intensive study to the needs and requirements for the academy. The end product has a world-class academy lauded by football fraternity in the world. The main pitch is irrigated by electronic control and bore hole water all year round.
14. DAV College Redevelopment
This called for relooking at needs for the future with special needs.
15. Sun Insurance - Nasinu
Shopping complex and interior.
16. Civic Tower - Suva City
Suva City Council's 8-storey office complex where the imported precast slab system was introduced which is now the way to build.
17. Fiji Sugar Corporation
New Building for the FSC Headquarters

Ashok Baled Vinn & Associates

Branches:
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Company Profile

Headquarters - Suva, Fiji
Branches - Lautoka, Fiji Islands
Sydney, Australia

COMPLETED PROJECTS:

	<u>COST</u>
• University of Fiji	\$1m
• DAV College, Suva (Extension & Developments)	\$850,000
• Sun Insurance Building, Valelevu	\$2m
• Dr. Sahu Khan Soccer Academy, Ba	\$1.5m
• FTU-CTCS - Apartment, Knolly St, Suva	\$2.5m
• Sugar Cane Growers Council, Lautoka	\$1.5m
• Suva City Council - Civic Tower	\$7.0m
• Suva City Council - Administration Centre	\$1.3m

Ashok Baidyanath & Associates

Branches
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Company Profile

Headquarters - Suva, Fiji
Branches - Lautoka, Fiji Islands
Sydney, Australia

Office Design and Refurbishment

The company has carried out the office layout and refurbishment for the following major buildings:

1. Namosi House - \$350,000 - Internal Fitout
2. University of Fiji, Lika - \$150,000 Internal Fit-out for the University.
3. Takayawa Complex - \$400,000 Internal fitout for government offices
4. D. Gokal Development - Knolly Street, Suva. A four-storey building with internal partitioning and furnishing costing \$350,000. The building is rented by the PSC.
5. Lotus Development - Nabua, Suva. A three-storey building with internal partitioning and furnishing costing \$450,000. The building is currently being rented by the Nabua Police Station and Ministry of Agriculture & ALTA.
6. Suva City Council Administrative Centre - Suva. A three-storey building occupied by the Suva City Council Administration Department. The cost of internal partitioning and furnishing was \$180,000.
7. Fiji Nursing Association Headquarters - Suva. A three-storey building occupied by the Fiji Nursing Association. The cost of internal partitioning and furnishing was \$200,000.
8. Merchant Bank - Labasa - refurbishment and internal partitioning.
9. Colonial National Bank - Suva - refurbishment and internal partitioning
10. Fiji Sugar Corporation - Headquarters office interior fitout

Ashok Baidyanath & Associates

Branches
Lautoka, Fiji Islands
Sydney, Australia

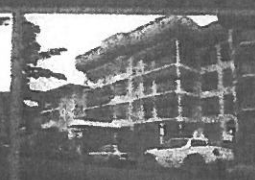
registered architects, engineers and planning consultants



Company Profile

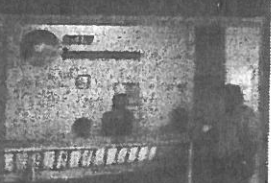
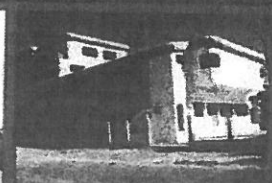
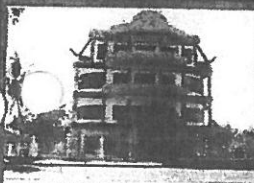
Headquarters: 5/11 F. Street
Launceston, Tasmania
Australia 7206

FTU Headquarters



FTU Apartments

Cane growers Council



Sun Insurance Office

ASHOK BALDEV VIND & ASSOCIATES

Branches:
Launceston, Fiji Islands
Sydney, Australia

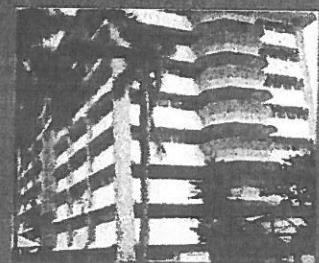
registered architects, engineers and planning consultants



Company Profile

Headquarters: 5/11 F. Street
Launceston, Tasmania
Australia 7206

Civic Tower



ASHOK BALDEV VIND & ASSOCIATES

Branches:
Launceston, Fiji Islands
Sydney, Australia

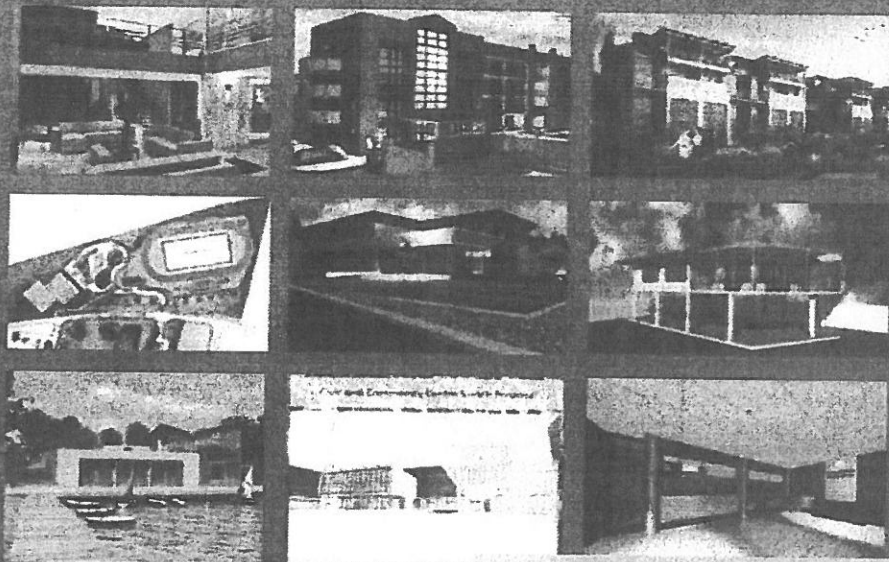
registered architects, engineers and planning consultants



Company Profile

Headquarters: 10/11-13/15
10/11-13/15
10/11-13/15

Internal Renderings & Future Projects Intentions



Ashok Baldovino & Associates

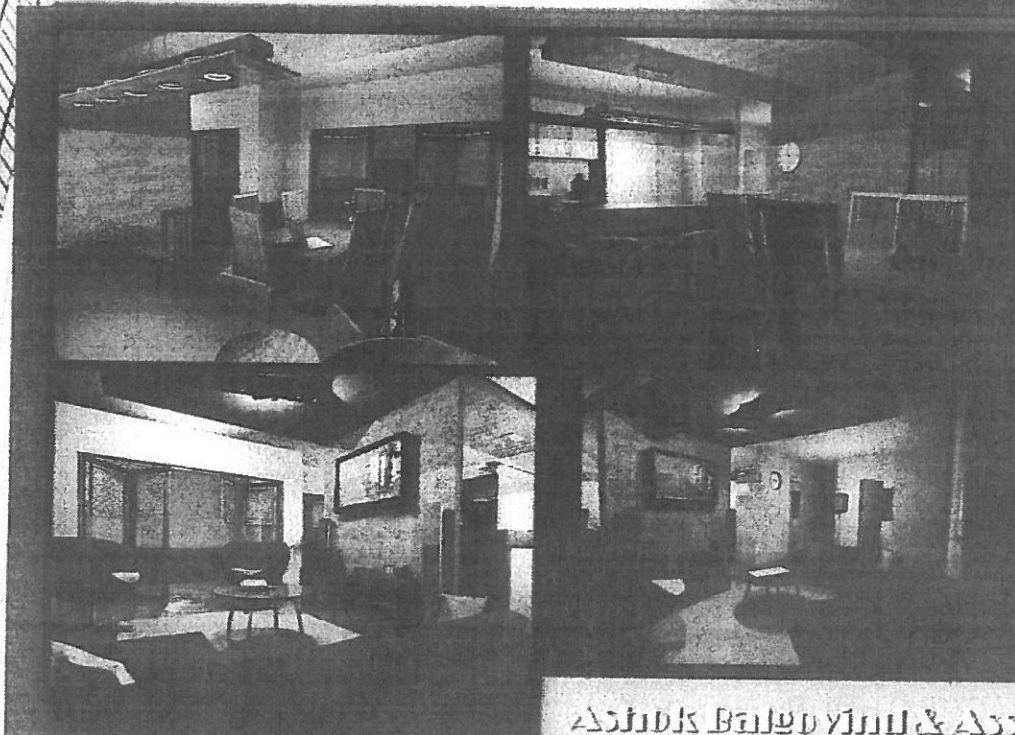
Branches:
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Company Profile

Headquarters: 10/11-13/15
10/11-13/15
10/11-13/15



Ashok Baldovino & Associates

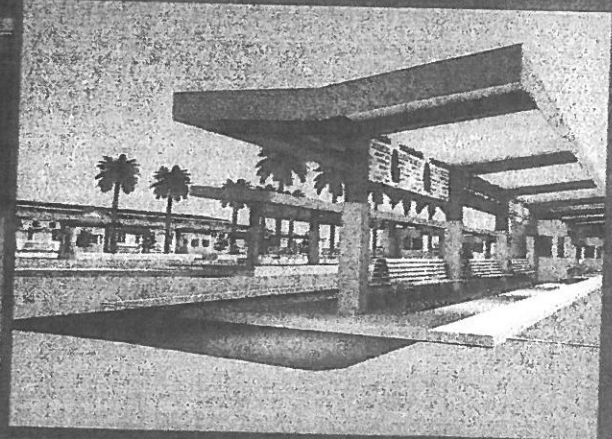
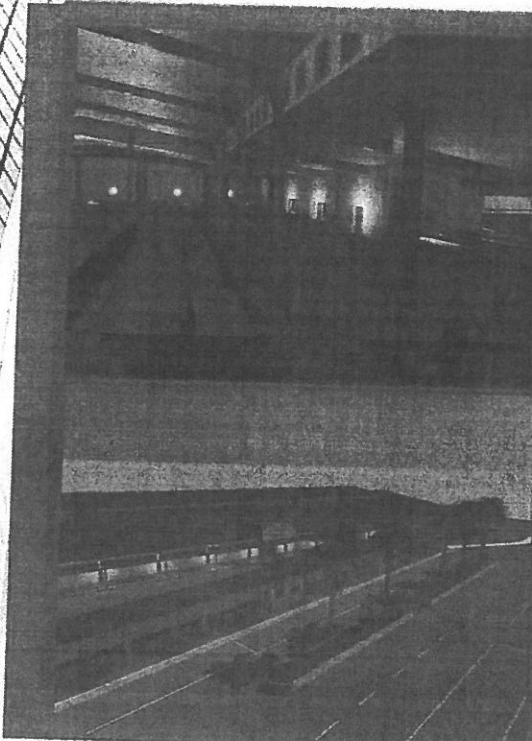
Branches:
Lautoka, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants



Company Profile

Headquarters: Suite 11, Level 11
111 Pitt Street, Sydney, NSW 2000
Australia



Ashok Baldevani & Associates

Branches:
London, Fiji Islands
Sydney, Australia

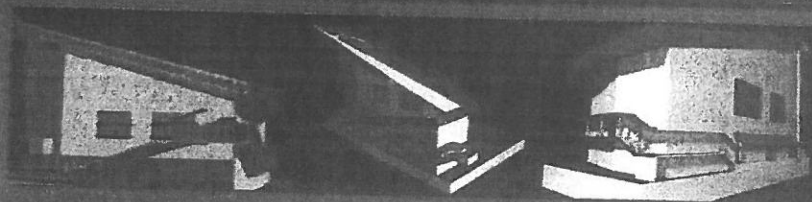
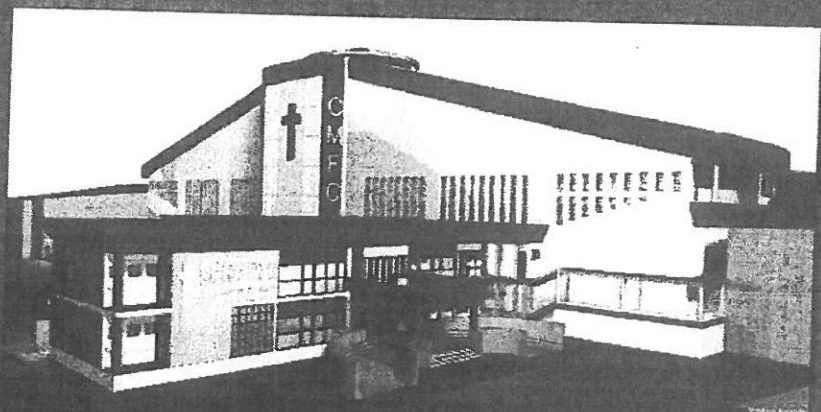
registered architects, engineers and planning consultants



Company Profile

Headquarters: Suite 11, Level 11
111 Pitt Street, Sydney, NSW 2000
Australia

Christian
Mission
Fellowship
Church



Ashok Baldevani & Associates

Branches:
London, Fiji Islands
Sydney, Australia

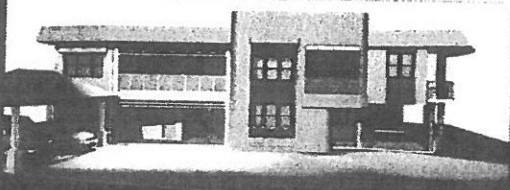
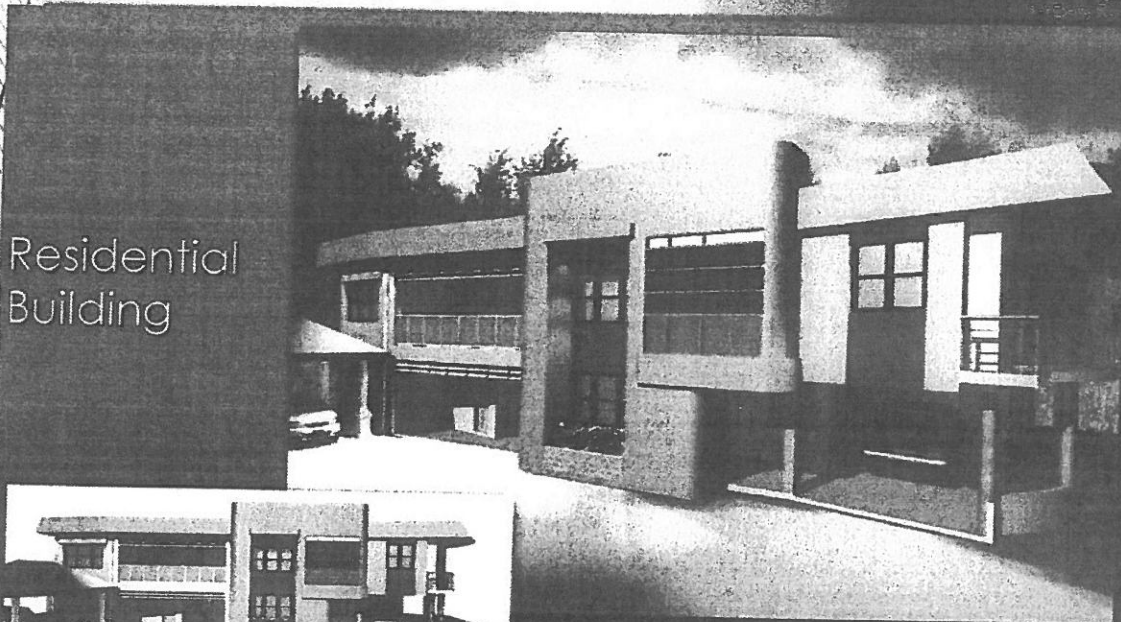
registered architects, engineers and planning consultants



Company Profile

Headquarters: Suite 10, Level 10
100 Pitt Street, Sydney
New South Wales 2000, Australia

Residential
Building



Ashok Baidyanath & Associates

Branches:
London, Fiji Islands
Sydney, Australia

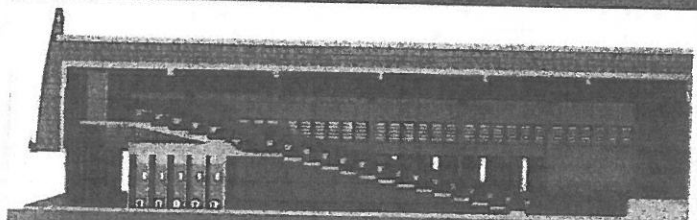
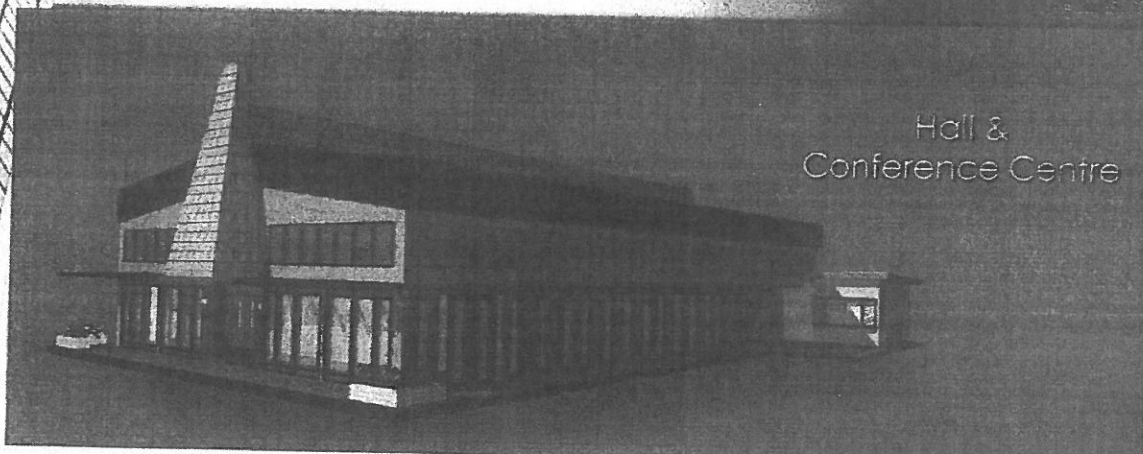
registered architects, engineers and planning consultants



Company Profile

Headquarters: Suite 10, Level 10
100 Pitt Street, Sydney
New South Wales 2000, Australia

Hall &
Conference Centre



Ashok Baidyanath & Associates

Branches:
London, Fiji Islands
Sydney, Australia

registered architects, engineers and planning consultants

September 20, 2015
File: 8/07, 260

LAUTOKA CITY COUNCIL

PRESCRIBED TENDER FORM

The Chief Executive Officer
Lautoka City Council
P O Box 124
LAUTOKA

Dear Sir

LAUTOKA CITY COUNCIL - PROPOSED SWIMMING POOL
DEVELOPMENT AT COUNCIL'S BOTANICAL GARDEN
TENDER FOR CONSULTANCY SERVICES.

I/We the undersigned having scrutinized the SCOPE OF WORKS and tender for the
CONSULTANCY SERVICES as follows:- (see APPENDIX A)

1. CONCEPT DESIGN PLAN

\$ 17,250 - 00

(In Figures)

(Seventeen thousand Two hundred fifty.....)

(In Words)

2. DETAIL DESIGN & PROJECT MANAGEMENT

\$ 139,150

(In Figures)

(One hundred thirty nine thousand One hundred fifty.....)

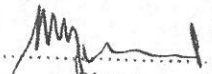
(In Words)

(Tenderers are also required to submit breakdown schedule of the tender as per the
Scope of Works).

Tenderer's Name: Ashok Balgwind & Associates

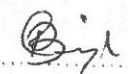
Address: 1-3 Berry Road, Suva.

Telephone No.: 3314853 (Office) 9990380 (Cell)


Signature of Tenderer

17/9/15

Date


Signature of Witness

Bisha Singh

Name of Witness

APPENDIX

APPENDIX A

ESTIMATE COSTING FOR FEE CALCULATIONS

The estimate cost of project is \$2,000,000 plus VAT. This will vary as per detailed requirements and would be finalized when we get the final tender price.

Fee is based on percentage and will vary on 'pro rata' basis of final project cost. Other Conditions of Fiji Association of Architects apply regarding disbursement.

Thus for project cost of \$2,000,000 the fees shall be as follows;

Architectural work	4.5% of the Project cost plus VAT = \$90,000 + VAT
Engineering works	1.8% of the Project cost plus VAT = \$36,000 + VAT
Mechanical & Electrical Engineers	0.5% of the Project cost plus VAT = \$10,000 + VAT
<u>Total</u>	<u>6.8% of the Project cost + VAT = \$136,000 + VAT</u>

Concept Design Plan	-	\$15,000.00 + VAT
Detail, Design & Project Management	-	\$121,000.00 + VAT

Annex 4

Meeting Minutes For Tender Opening

LAUTOKA CITY COUNCIL

MINUTES OF MANAGEMENT MEETING OF LAUTOKA CITY COUNCIL HELD IN THE COUNCIL CHAMBER ON WEDNESDAY OCTOBER 7, 2015 AT 4.51 PM

PRESENT: Chief Executive Officer, Mr Jone Nakauvadra
Acting Director Building /Engineering Services, Mr Shalendra Dass
Acting Director Finance & Administration, Ms Diksha Naidu
Director Health Services, Mr Gyneshwar Rao
Horticulturist, Mr Shri Charan
Works Manager, Mr Sachin Kumaran
Maintenance Supervisor, Mr Kaleem Begg
Town Ranger, Mr Charley Saukuru
Parking Meter Supervisor, Mr Sundressan Reddy
Market Master, Mr Gordon Wong
Secretary, Mrs Sera Bogileka

APPOLOGY: Admin/Transport Officer, Mr Esika Qoro

ENGINEERING MATTERS

Lautoka City Council – Proposed Swimming Pool Development Tender for Consultancy Services – File: 8/7/260 [Res: 1302/08/15, 1459/09/15]

The management considered the report of the Acting Director Engineering Services, Mr Shalendra Dass dated October 6, 2015 in the above matter.

It noted that the council had called for tender for consultancy services from registered architectural or civil engineering consultants for the concept design and detail design with project management.

It noted the tender was advertised in the Fiji Sun on September 2, 2015 and September 9, 2015. The closing date of the tender was September 18, 2015 but due to request from the consultant's, the closing date was extended to September 25, 2015 at 4.00 pm. The tenders were to be deposited in the sealed tender box in the council's office.

It noted the council's tender committee, on September 28, 2015 opened the tenders and found that the tenders received were as follows:-

No.	Tenderer	Fee Proposal		Notes
		Concept Design (\$VIP)	Detail Design & Project Management (\$VIP)	
1.	Houng Lee Kaba Jacob Ltd.	\$51,750.00	\$920,000.00	
2.	Arch and Build (Fiji)	\$12,000.00	\$83,000.00	
3.	Sharma Design Group	\$28,750.00	5% of project cost	

LAUTOKA CITY COUNCIL

4.	Pacific Risk Consulting Engineers Ltd.	\$16,000+VAT =\$18,400.00	\$88,000+VAT =\$101,200.00	
5.	Ashok Balgovind & Associates	\$17,250.00	\$139,150.00	Fee based on \$2,000,000.00 project cost at the rate of 6.8%
6.	Erasito Beca Consultants Ltd.	\$100,000.00+VAT =\$115,000.00	TBC - To be considered on project definition and concept phase	

It noted that almost all of the tenderers above were from renowned consulting firms except for Arch and Build (Fiji).

It also noted that the council in its project estimated cost of \$2,728,850.00 had allocated 7% as consultancy services fee amounting to \$191,019.50

It further noted that Erasito Beca Consultants Ltd. and Houn Lee Kaba Jacob Ltd. were both firms with vast experience in such nature of projects, but their tender was beyond council's budget allocation.

RESOLVED:

1574

Sharma Design Group, Pacific Risk Consulting Engineers Ltd., Arch and Build (Fiji) and Ashok Balgovind & Associates be shortlisted and called for interview forthwith.

Annex 5

Meeting Minutes For the Interview of the Lead Consultant

1
LAUTOKA CITY COUNCIL

MINUTES OF INTERVIEW OF CONSULTANTS FOR SWIMMING
POOL PROJECT IN THE COUNCIL CHAMBER ON FRIDAY,
FEBRUARY 19, 2016 AT 11.20 AM

PRESENT: Chief Executive Officer, Mr. Jone Nakauvadra [Chairman]
Director Health Services, Mr. Gyneshwar Rao
Acting Director Building/Engineering Services, Mr. Shalendra Dass
Acting Director Finance & Administration Services, Ms. Diksha Naidu
Horticulturist, Mr. Shri Charan
Secretary, Mrs. Aruna Gounder

COUNCIL'S

REPRESENTATIVE: Mr. Andrew Singh, WesEng Consultants

1). Ashok Balgovind & Associates – Represented by Mr. Rohitash Balgovind

The Director Health Services welcomed Mr. Rohitash of Ashok Balgovind to the interview. He was thanked for showing interest in the council's swimming pool project.

He was advised that since the council was not experienced in the swimming pool project, they were represented by Mr. Andrew Singh of WesEng Consultants and was asked to lead the interview process.

Mr. Andrew Singh asked whether any proposal/concept were put forward for the swimming pool project.

Mr. Rohitash responded that the project brief given to them was not in detail but their proposal would adhere to ESD Principles which he explained meant Environmental Sustainable Development (ESD). He said once they received a brief of what council actually wants, they will then do a concept design, full course programme in 3D concept model and a movie presentation.

In the concept there would be an adult's pool, a kid's pool and an Olympic size pool of international standards. A stadium with roof, 2 pavillions with no roof. They were also thinking of beach volleyball on site.

Mr. Rohitash explained that a warm up pool would be a semi jacuzzi pool shower, a warm up pool, a prep room then the actual competitive pool.

Mr. Andrew enquired whether there would be slides and jumps but Mr. Rohitash explained that they had slides and jump at the USP pool but it would be hard to control accidents. USP pool was now closed for slides and jumps. But if the council required slides and jumps, then they would be happy to provide it.

He was informed that the council wanted an International Pool (Competition Pool), Warm up pool, a kids pool, a prep room, ladies and gents change room and a hot and cold shower. The first two pools were to be within the stadium.

LAUTOKA CITY COUNCIL

At 11.30am, the Chief Executive Officer, Mr. Jone Nakauvadra joined the interview panel.

Mr. Rohitash Balgovind informed the panel that their firm had the capacity to undertake the project.

In conclusion, the Chief Executive Officer thanked Mr. Rohitash Balgovind and advised that the council had three (3) other consultants to interview.

Resolved

264

1. That Ashok Balgovind & Associates was a reputable and experienced architectural consultant to undertake the project, however, council to advise of its decision after interviewing all the consultants that have tendered and evaluation process.
2. **Arch Build (Fiji) – Represented by Mr. Shynal Prasad.**

Mr. Shynal Prasad was welcomed to the interview and thanked for showing interest in council's project.

He was asked to give a brief about the company.

Mr. Shynal Prasad informed the management that the company was only 6 months old. They had done a couple of projects, houses and hotel. Their sub consultant had done some swimming pool projects and he was currently completing his building/engineering degree.

He was informed that the council wanted a International Pool (Competition Pool), Warm up pool, a kids pool, a prep room and ladies and gents change room and a hot and cold shower. The first two pools were to be within the stadium.

Mr. Shynal further informed that their company did not have public liability insurance. He also did not have any experience in project management.

He was advised that there were two more consultants to be interviewed after which he would be informed of the outcome.

Resolved

265

The firm was newly established with limited resources and past experience in such nature of projects. Therefore, to be eliminated from the evaluation process.

The meeting ended at 11.55 am.

ADOPTED this day of2016

CHAIRMAN/CHIEF EXECUTIVE OFFICER

Annex 6

Meeting Minutes For the Interview of Consultant

LAUTOKA CITY COUNCILMINUTES OF MEETING WITH CONSULTANTS FOR SWIMMING POOL PROJECT IN THE COUNCIL CHAMBER ON WEDNESDAY, FEBRUARY 24, 2016 AT 3.05 PM

PRESENT: Chief Executive Officer, Mr. Jone Nakauvadra [Chairman]
Director Health Services, Mr. Gyneshwar Rao
Director Building/Engineering Services, Mr. Shalendra Dass
Acting Director Finance & Admin. Services, Ms. Diksha Naidu
Horticulturist, Mr. Shri Charan
Secretary, Mrs. Aruna Gounder

COUNCIL'S

REPRESENTATIVE: Mr. Andrew Singh, WesEng Consultants

Sharma Design Group – Represented by Vijay Sharma

The Chief Executive Officer welcomed Mr. Vijay Sharma of Sharma Design Group to the meeting. He was thanked for showing interest in the council's swimming pool project.

The C.E.O said that the Swimming Pool was a Government Project support by the Prime Minister himself.

The chairman advised that the interview panel had limited knowledge of swimming pool projects and therefore Mr. Andrew Singh of WestEng Consulting Limited was invited to take the council through the interview process.

The Consultant was asked whether any proposal/concept were put forward for the swimming pool project.

Mr. Sharma said there was limited brief given by the council but they would be happy to oblige once they received a brief from the council.

He was informed by Mr. Andrew that the council wanted a International Pool (Competition Pool), Warm up pool, a kids pool, a prep room and ladies and gents change room and a hot and cold shower.

Mr. Sharma informed that for the scale of the project, they were not charging the fee that was supposed to be charged. What they thought was that since they were doing one or two projects in Lautoka, the brief that they received was open and not conclusive. They thought that Lautoka City Council needed assistance in arriving to what they should have so they gave a token fee and decided to work with the council towards their aspiration. Once that was done, then the consultancy figure would be derived.

He said it was difficult to give a figure as they were not sure where the site was. He said they would take the council to the stage where preliminary designs are resolved and image has been created.

LAUTOKA CITY COUNCIL

This was the reason why they had given a lump sum price for the concept design and 5% each for detail design and project management.

The Chief Executive Officer, Mr. Jone Nakauvadra informed him that they wanted a figure so they could present it to the government.

He was informed that the botanical grounds were generally sloppy with clay soil.

Mr. Andrew said one of the steps to be taken would be Geotech first to avoid encountering problems later which would cost the council a lot of money.

Mr. Sharma informed that if they got the job, the fee of \$28,000.00 could be deducted from that the total consultancy services fee.

The matter was discussed further and Mr. Sharma was advised that he would be informed of the outcome soon.

RESOLVED:

266

1. That Sharma Design Group was a reputable and experienced architectural consultant to undertake the project, however, the council to advice of its decision after interviewing all the consultants and the evaluation process.

The meeting ended at 3.30 pm.

ADOPTED this day of2016

CHAIRMAN/CHIEF EXECUTIVE OFFICER

Annex 7

Meeting Minutes

For the

Management Discussion

Of the

Pool Project

1.
LAUTOKA CITY COUNCIL

**MINUTES OF MANAGEMENT MEETING OF LAUTOKA CITY COUNCIL HELD
IN THE COUNCIL CHAMBER ON THURSDAY APRIL 21, 2016 AT 4.41 PM**

PRESENT: Chief Executive Officer, Mr Jone Nakauvadra, [Chairman]
Acting Director Building /Engineering Services, Mr Shalendra Dass
Acting Director Finance & Administration/Auditor, Ms Diksha Naidu
Manager Health Services, Mr. Rouhit Karan Singh
Horticulturist, Mr Shri Charan
Works Manager, Mr Sachin Kumaran
Town Ranger, Mr. Chrley Saukuru
Parking Meter Supervisor, Mr Sundressan Reddy
Rates Clerk, Mr Irinale Nabalarua
Acting Market Master, Mr. Mikaele Bai
Maintenance Supervisor, Mr Kaleem Begg
Accounts Clerk, Mr. Abdul Israaz Khan
Acting Prosecutor, Mrs Swastika Kamoe
Secretary, Mrs. Aruna Goundar

APOLOGY: Director Health Services, Mr. Gyneshwar Rao

ENGINEERING MATTERS

**Lautoka City Council – Proposed Swimming Pool Development, Tender for
Consultancy Services – File: 8/7/260, [RES: 1302/08/15, 1459/09/15, 1574/10/15]**

The management considered the report of the Acting Director Engineering Services, Mr. Shalendra Dass dated April 19, 2016 in the above matter.

It noted the consultants that had tendered for consultancy services for the above mentioned Swimming Pool development at Council's Botanical Garden site was short listed as follows:-

No	Tenderer	Fee Proposal		
		Concept (\$VIP)	Design	Detail Design & Project Management (VIP)
1.	Arch & Build (Fiji)	\$12,000.00		\$83,000.00
2.	Sharma Design Group	\$28,750.00		5% of Project Cost
3.	Pacific Risk Consulting Engineers Ltd	\$16,000 plus VAT		\$88,000.00 plus VAT
4.	Ashok Balgovind & Associates	\$17,250.00		\$139,150.00

It noted that the tenders were at 15% VAT.

It noted that the other two (2) tenderers were Erasito Beca Consultants Ltd and Houn Lee Kaba Jacob Ltd. These two (2) firms had vast experience in such nature of projects but their tender was beyond council's budget allocation.

It noted that pursuant to council's resolution 1574/10/15, the tenderers short listed were called for interview.

It noted that the interview panel comprised of the Chief Executive Officer, Mr. Jone Nakauvadra, Acting Director Building/Engineering Services, Mr. Shalendra Dass, Director Health Services, Mr. Gyneshwar Rao, Acting Director Finance & Administration Services, Ms. Diksha Naidu and Horticulturist, Mr. Shri Charan.

It noted that the council was also represented by Mr. Andrew Singh of WesEng Consulting Ltd to assist through the interviewer process.

It noted that Ashok Balgovind Associates and Arch Build (Fiji) were called for the interview on February 19, 2016 and for Sharma Design Group on February 21, 2016.

It was noted that Pacific Risk Consulting Engineers Ltd was also invited for an interview and due to Cyclone Winston had requested for deferment to a later date.

It noted the council had waited for Pacific Risk Consulting Express Ltd to set up date and time for their availability for the interview. Due to no response, the council enquired for their interest with the project and of the interview.

It was noted that in response, vide email dated April 1, 2016, had withdrawn due to current work load.

It was noted that out of the three (3) consultants that were interviewed, the interview panel found that Arch Build (Fiji) was a newly established firm with limited resources and past experience in such nature of projects. Therefore, was eliminated from the evaluation process.

It noted that Ashok Balgovind & Associates and Sharma Design Groups were found to be a reputable and experienced Architectural Consultants to undertake the project.

It was also noted that in comparison, the tender of Sharma Design Group for concept design was higher than Ashok Balgovind & Associates and the detail design was 5% of the project cost.

It further noted that for Ashok Balgovind & Associates, the tender was a lump sum amount for the services provided. The detailed design fee was based on \$2,000,000.00 project cost at the rate of 6.8%.

RESOLVED:

543

The tenders be referred to the Ministry of Local Government, Housing and Environment for evaluation with council's recommendation that the tender be awarded to Ashok Balgovind & Associates.

Annex 8

Meeting Minutes With Stakeholders

LAUTOKA CITY COUNCIL

**MINUTES OF MANAGEMENT MEETING OF LAUTOKA CITY COUNCIL HELD
IN THE COUNCIL CHAMBER ON WEDNESDAY, JUNE 22, 2016 AT 3.41 PM**

PRESENT:

Chief Executive Officer, Mr. Jone Nakauvadra, [Chairman]
Acting Director Building/Engineering Service, Mr. Shalendra Dass
Acting Director Finance & Admin Services/Auditor, Ms. Diksha Naidu
Director Health Services, Mr. Gyneshwar Rao
Horticulturist, Mr. Shri Charan
Maintenance Supervisor, Mr. Mirza Kaleem Begg
Market Master, Mr. Gordon Wong
Parking Meter Supervisor, Mr. Sundressan Reddy
Town Ranger, Mr. Charley Saukuru
Rates Clerk, Mr. Irinale Nabalarua
Administration Officer, Mr. Esika Qorovanua
Accounts Clerk, Mr. Abdul Israaz Khan
Electrician, Mr. Rajnil Singh
Acting Prosecutor, Mrs Swastika Kamoe
Secretary, Mrs. Aruna Gountner

APOLOGY: Works Manager, Mr. Sachin Kumaran

ENGINEERING MATTERS

**Brief of the Meeting with the Ministry of Local Government, Housing &
Environment, Suva. DES/1/13 & 23/4/27**

The management considered the tabled report of Acting Director Engineering Services, Mr. Shalendra Dass dated June 21, 2016.

It noted that on Friday, June 17, 2016 a meeting was held at the Ministry of Local Government, Housing & Environment Office in Suva.

The council was represented by the Horticulturist and the Acting Director Building/Engineering Services.

It noted that the prime purpose of the meeting was to discuss on the issues regarding the contract document that were with the Ministry and the Office of Solicitor General for vetting.

It noted the Office of Solicitor General had asked for fresh commencement dates for contracts. Some contract agreements for Churchill Park Development were sent three (3) to four (4) months ago whilst the council had engaged services of these contractors.

Therefore, a fresh commencement date of these contract documents were a concern to the council as works had progressed and payments made.

It was noted that this was discussed with the Ministry and the Ministry accordingly wrote to the Office of the Solicitor General explaining the situation and a response was being awaited.

The management further noted that other matters discussed were as follows:-

1. Churchill Park Upgrade – Possibility to see whether there was an option to outsource works to ensure that multiple works were carried out at the same time.

✓ *The Ministry was advised that the council's focus was to have the contracted works completed as programmed and also most of the council's scope was near completion. The council had carried out most of the works in house in order to save cost. It was also discussed that to outsource the works, a tender process was required which was another time consuming process with the current procurement system in place.*

2. Lautoka City Council Swimming Pool – Need to see the feasibility and location of the place. The same to be most funded by the National Government during 2016/2017 budget.

✓ *Advised that the site could be reconsidered.*

3. Nadovu Park – Possibility of constructing enclosure to one ground with mini stadium of 1000 sitting capacity. JICA Engineer with Nausori Town Council would assist.

✓ *The Ministry was advised that the council had many projects in hand and at the same time had to ensure daily operations were not affected taking into consideration the developments by private sector. The council did*

not have an engineer and the position had been vacant for some time. This had led to added work load on the current staff.

Therefore, to carry out all development same time was difficult to manage.

The Ministry proposed that a master plan for Nadovu Park to be developed. It required council to use the materials from the demolished pavilion at Churchill Park to construct a 1000 sitting capacity pavilion with enclosure to one ground and the works could start as soon as possible.

4. DLG to see the Procurement structure for Lautoka City Council work out the most effective way forward.

5. Lautoka City Council to inform DLG when P Meghji plans were lodged to Town and Country Planning.

✓ *Advised Ministry that due to the finalization of the Subdivision Scheme Plan, the consultant for P Meghji had to redo the concept design which took almost two (2) weeks. The council had considered the application and was in the process of referring to Department of Town & Country Planning.*

6. The council to consider construction of concrete stadium extension at Churchill Park.

✓ *It was discussed that the proposed pavilion should incorporate, 1000 sitting capacity, changing rooms, toilet facilities, media room, control room and all facilities that were required in a modern stadium.*

The funding for the development was also discussed and the possibility of bank loan for the said project.

RESOLVED: 862

- 1) Information be received.
- 2) Management to have a site visit of Nadovu Park to identify appropriate site for a 1000 sitting capacity stadium.

Annex 9

Tender Letter

To

Ministry of Local Government

LAUTOKA CITY COUNCIL

P. O. Box 124, Lautoka, Fiji.

All communications to be addressed to the CEO



City of Lautoka

"Our City Our Pride"

Civic Centre, Shirley Park.
169 Vitogo Parade, Lautoka.
Telephone No.: (679) 666 0433
Fax: (679) 666 3288
Email: lcc@connect.com.fj
Web: www.mylautokacity.com

Your Ref.

Our Ref. 8/7/260

SD/

May 16, 2015

The Permanent Secretary
Ministry of Local Government, Housing & Environment
P.O. Box 2131
Government Buildings

SUVA

Attn:- Mr. Usaia Korodrau

Dear Sir

**Re: Proposed Swimming Pool Development
Botanical Garden Site - Tender for Consultancy Services**

The council had called for tender for consultancy services from registered architectural and civil engineering consultants for the concept design and detail design with project management for the above mentioned swimming pool development.

The tender was advertised in the Fiji Sun on September 2, 2015 and September 9, 2015. The closing date of the tender was September 18, 2015 but due to request from the consultant's, the closing date was extended to September 25, 2015 at 4.00 pm. The tenders were deposited in the sealed tender box in the council's office.

On September 28, 2015, the council's tender committee opened the tenders and the tenders received were as follows:-

No.	Tenderer	Fee Proposal		Notes
		Concept Design (\$VIP)	Detail Design & Project Management (\$VIP)	
1.	Houng Lee Kaba Jacob Ltd.	\$51,750.00	\$920,000.00	
2.	Arch and Build (Fiji)	\$12,000.00	\$83,000.00	
3.	Sharma Design Group	\$28,750.00	5% of project cost	
4.	Pacific Risk Consulting Engineers Ltd.	\$16,000+VAT =\$18,400.00	\$88,000+VAT =\$101,200.00	

5.	Ashok Balgovind & Associates	\$17,250.00	\$139,150.00	Fee based on \$2,000,000.00 project cost at the rate of 6.8%
6.	Erasito Beca Consultants Ltd.	\$100,000.00+VAT =\$115,000.00	TBC – To be considered on project definition and concept phase	

The council had allocated in its project estimate \$200,000.00 as consultancy services fee.

The council considered the tenders received and resolved (Res:-1574/10/15) that Sharma Design Group, Pacific Risk Consulting Engineers Ltd., Arch and Build (Fiji) and Ashok Balgovind & Associates be shortlisted and called for interview.

Erasito Beca Consultants Ltd. and Houng Lee Kaba Jacob Ltd. are both firms with vast experience in such nature of projects, but their tender was beyond council's budget allocation.

The interview panel comprised of the Chief Executive Officer, Mr Jone Nakauvadra, Acting Director Building/Engineering Services, Mr Shalendra Dass, Director Health Services, Mr Gyneshwar Rao, Acting Director Finance & Administration Services, Ms Diksha Naidu and Horticulturist, Mr Shri Charan.

The council was also represented by Mr Andrew Singh of WesEng Consulting Ltd to assist through the interview process as the council does not have expertise in such nature of development.

Ashok Balgovind Associates and Arch Build (Fiji) were called for the interview on February 19, 2016 and for Sharma Design Group on February 21, 2016.

Pacific Risk Consulting Engineers Ltd was also invited for an interview, however, due to Cyclone Winston had requested for deferment to a later date.

The council waited for Pacific Risk Consulting Engineers Ltd to set up date and time for their availability for the interview. Due to no response, the council enquired for their interest with the project and of the interview.

In response, vide email dated April 1, 2016, had withdrawn due to current work load.

Therefore, out of the three (3) consultants that were interviewed, the interview panel found that Arch Build (Fiji) was a newly established firm with limited resources and past experience in such nature of projects and hence was disregarded from the evaluation process.

Ashok Balgovind & Associates and Sharma Design Group were found to be both reputable and experienced Architectural Consultants to undertake the project.

In comparison, the tender of Sharma Design Group for concept design is higher than Ashok Balgovind & Associates and the detail design is 5% of the project cost.

Whereas, Ashok Balgovind & Associates, the tender is a lump sum amount for the services provided. The detail design fee is based on \$2,000,000.00 project cost at the rate of 6.8%.

The council with the above is recommending (Res:- 543/04/16) that the tender for the consultancy services be awarded Ashok Balgovind & Associates.

Enclosed are copies of the tender document, tender advertisements published in the Fiji Sun, tenders received, council's meeting minutes, minutes of interview with consultants, email dated April 1, 2016 of Pacific Risk Consulting Engineers Ltd for withdrawal of its tender and tender submissions.

Submitted for ministry's consideration and approval.

Yours faithfully

sgd. J. NAKAUVADRA

**[JONE NAKAUVADRA]
CHIEF EXECUTIVE OFFICER**

Encl.

cc. Mr. Usaia Korodrau
Ministry of Local Government, Housing & Environment
✓ usaia.korodrau@govnet.gov.fj

Enclosed - 16/5/16

Annex 10

Email

Correspondence

Building

From: CEO <ceo@lcc.com.fj>
Sent: Tuesday, July 19, 2016 2:14 PM
To: building@lcc.com.fj
Cc: 'Azam Khan'
Subject: FW: Swimming Pool Lautoka

Please proceed with the appointment of Ashok Balgovind and Associates as consultant for the swimming pool project. Also note the increase in lane from 8 to 10

CEO

From: Azam Khan [mailto:azam.khan@govnet.gov.fj]
Sent: Tuesday, July 19, 2016 2:05 PM
To: ceo@lcc.com.fj
Cc: Tokasa T. Niulevu <tokasa.niulevu@govnet.gov.fj>; Alipate Mataivilia <alipate.mataivilia@govnet.gov.fj>; Usaia Korodrau <usaia.korodrau@govnet.gov.fj>
Subject: Swimming Pool Lautoka

Good afternoon CEO

1. Reference is made to our conversation and electronic mail held on 30th June, 2016 whereby you were informed:
 - a. That the consultant to be appointed to carry out the swimming pool design and construction consultancy shall be Ashok Balgovind & Associates as recommended by Lautoka City Council.
 - b. That the lane shall be increased from 8 to 10 lanes.
 - c. That design works are to commence immediately.
 - d. I had personally called the consultant to visit your office on the next day and the consultant did confirm meeting you.
2. As informed the same shall be factored in the budget allocation 2016/17. MOU is being prepared and shall be submitted to Ministry of Finance for fund release in the first week of August, 2016.
3. You are kindly requested to facilitate the same and keep Ministry well informed on the subject. If you are facing any difficulty please let us know.

Many thanks

Azam Khan
Director Local Government

Annex 11

Meeting Minutes For the awarding Of Tender For Lead Consultant

**MINUTES OF MANAGEMENT MEETING OF THE LAUTOKA CITY COUNCIL
HELD IN THE COUNCIL CHAMBER ON THURSDAY, JULY 21, 2016 AT 5.15 PM**

PRESENT: Chief Executive Officer, Mr. Jone Nakauvadra.[Chairman]
Manager Finance & Admin Services, Mr. Prabin Lal
Director Health Services, Mr. Gyneshwar Rao
Act Director Engineering/Building Services, Mr. Shalendra Dass
Internal Auditor, Ms. Diksha Naidu
Horticulturist, Mr. Shri Charan
Works Manager, Mr. Sachin Kumaran
Town Ranger, Mr. Charley Saukuru
Parking Meter Supervisor, Mr. Sundressan Reddy
Market Master, Mr. Gordon Wong
Rates Clerk, Mr. Irinale Nabalarua
Administration Officer, Mr. Esika Qorovanua
Acting Prosecutor, Mrs. Swastika Kamoe
Secretary, Mrs. Silika Turanganivalu

APOLOGY: Accounts Clerk, Mr. Abdul Israaz Khan

ENGINEERING MATTERS

**Lautoka City Council – Proposed Swimming Pool Development,
Tender for Consultancy Services – File: 8/7/260
[RES: 1302/08/15,1459/09/15, 1574/10/15, 543/04/16]**

The council management considered the tabled report of Acting Director Engineering Services, Mr. Shalendra Dass dated July 21, 2016 in the above matter.

It noted that vide council resolution 543/04/16, the tenders were referred to the line ministry for evaluation with council's recommendation that the tender be awarded to Ashok Balgovind & Associates.

It noted that Ashok Balgovind & Associates tender was as follows:-

1. Concept Design - \$17,250.00 VIP (at 15% VAT) = \$16,350.00 VIP (at 9% VAT)
2. Detail Design & Project Management - \$139,150.00 VIP (at 15% VAT) = \$131,890.00 VIP (at 9% VAT)

The ministry after due consideration and vide email dated July 19, 2016 had approved Ashok Balgovind & Associates to be appointed as consultant for the said project.

The ministry had also recommended that the competitive pool be increased from 8 to 10 lanes.

RESOLVED:

1032

✓ The tender for Consultancy Services for the proposed Swimming Pool Development be awarded to Ashok Balgovind & Associates and the competitive pool be increased from 8 to 10 lanes and tender award letter issued forthwith.

Annex 12

Letter to Consultant for Awarding

Fax:- 3314884

8/7/260

SD/

July 27, 2016

The Director
Ashok Balgovind & Associates
G.P.O. Box 15090
SUVA

Dear Sir

Re: Tender for Consultancy Services for Proposed Swimming Pool Development at Council's Botanical Garden Site

The council is pleased to advise you that Ashok Balgovind & Associates have been awarded the tender as project consultant for the above swimming pool development.

The General Conditions are as follows:

1. The Principal (client) for this project will be Lautoka City Council (LCC).
2. Ashok Balgovind & Associates will be the Consultant & Project Managers (Superintendent) and all other Consultants, and Contractors will work under their supervision.
3. Ashok Balgovind & Associates is the SELECTED Consultant.

Contract Lump Sum Price will be **\$ 148,240.00 VIP** and the breakdown is as follows:

• Concept Design	\$ 15,000.00 VEP
• Detail Design & Project Management	\$121,000.00 VEP
Sub-Total (VEP)	\$136,000.00
Add 9% VAT	\$ 12,240.00
TOTAL (VIP)	\$148,240.00

4. Consultancy Services Period to be for one (1) year from the date of issue of Award Letter.
5. Conditions of Tendering to form part of this contract.
6. Contract to be signed after vetting of the draft contract document which should include work plan and schedule of payments by the Ministry of Local Government, Housing & Environment and also vetting by the Office of the Solicitor General.
7. Public Liability Insurance cover to be submitted within 1 week after issue of the award letter.

8. Professional Indemnity Insurance cover to be submitted within 1 week after issue of the award letter.
9. Payment for the works shall be made by the client Lautoka City Council.
10. All works to be in accordance to OHS Regulations.
11. Progress payment claims to be assessed every month on the **20th day of each month.**
12. Fiji National Provident Fund (FNPF) compliance certificate & VAT Registration to be furnished.
13. Consultancy services program to be submitted within 7 days after issue of award letter and this shall form part of the contract.
14. To submit a break down schedule of payments as per the scope of works of the tender document which shall form part of this contract.
15. The Structural/ Civil and Geotechnical consultant engaged for the design and certification shall be licensed and registered with the Fiji Institute of Engineers.
16. The lanes for the competition pool to be increased from 8 to 10 lanes.


This letter of acceptance is issued on the condition that the work would be carried out in accordance with the terms and conditions stipulated in the tender and contract document.

The council would appreciate a meeting with you to further discuss the project and also provide a draft contract document.

This Contract Award Letter will form part of the contract.

Yours faithfully

sd. J. NAKAUVADRA

 **[JONE NAKAUVADRA]
CHIEF EXECUTIVE OFFICER**

cc. The Permanent Secretary
Ministry of Local Government, Housing & Environment
P O Box 2131
Government Buildings
SUVA **CONFIRMATION DOCUMENT**
Fax: 3303515

FAXED ON 29/7/16 @ 8:45am

The Director
Ministry of Local Government, Housing & Environment
P O Box 2131
Government Buildings
SUVA **CONFIRMATION DOCUMENT**
Fax: 3311051

FAXED ON 29/7/16 @ 8:40am

Manager Finance & Administration Services
Horticulturist

Annex 13

Offer Letter For the Appointment Of Lead Consultant

LAUTOKA CITY COUNCIL

P. O. Box 124, Lautoka, Fiji

All communications to be addressed to the CEO

Fax: 3314884

Your Ref. File: 8/7/260

SD/rb

City of Lautoka

"Our City Our Pride"

Our Ref. August 23, 2016

The Director
Ashok Balgovind & Associates
G P O Box 15090
SUVA

Dear Sir

Re: Tender for Consultancy Services for Proposed Swimming Pool Development at Council's Botanical Garden Site

This is further to council's letter dated July 27, 2016 in the above matter.

The council is awaiting Ashok Balgovind & Associates acceptance of conditions of engagement as stipulated on the said council's letter mentioned above and a Contract Agreement which is to be signed by both the parties.

The council also refers to your progress claim no. 1 for the concept design and please be advised that it cannot be materialized yet due to:-

1. For non – response to council's tender award letter and therefore, not fulfilling the conditions of engagement.
2. The council relied on your project estimate costing for fee proposal. (Appendix A of your tender dated April 9, 2015). Based on above project estimated of \$2,000,000.00 plus VAT, the council had made decision to award the Tender to Ashok Balgovind & Associates.

The council had accepted your tender on the project estimate cost of \$2,000,000.00 plus V.A.T with the Contract Lump Sum Price of **\$148,240.00 V.I.P** for which the breakdown is as follows:-

• Concept Design	-	\$15,000.00 V.E.P
• Detail Design & Project Management	-	\$121,000.00 V.E.P
Sub-Total (V.E.P)	-	\$136,000.00
Add 9% V.A.T	-	\$ 12,240.00
Total (V.I.P)	-	\$148,240.00

This was the reason the council intended to convene a meeting between both parties before proceeding with the first phase of the project.

Awaiting your earliest response on above and also on council's email of even date .

Yours faithfully

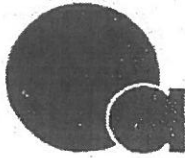
JONE NAKAUVADRA
CHIEF EXECUTIVE OFFICER

c.c. 1) Manager Finance & Admin Services Horticulturist 2) Horticulturist

Civic Centre, Shirley Park.
169 Vitogo Parade, Lautoka.
Telephone No.: (679) 666 0433
Fax: (679) 666 3288
Email: lcc@connect.com.fj
Web: www.mylautokacity.com

Annex 14

Consultant Response To Council



ashok balgovind & associates

Registered Architects, Engineers and Planning Consultants

1st Floor, FTU Headquarters Complex, 1 - 3 Berry Road, Suva, Fiji G.P.O. Box 15090, Suva, Fiji
Phone : 331 4883, 331 4750 Fax : 331 4884 Email: abas_fj@hotmail.com

24th August 2016

The Chief Executive Officer
Lautoka City Council
Lautoka

Email: lcc@connect.com.fj

Dear Sir

Re: **OLYMPIC POOL SWIMMING POOL DEVELOPMENT IN LAUTOKA**

I refer to your letter of yesterday. We note your comments and please note

- a. We responded on this per email on 5th August 2016.
- b. We followed up with urgent meeting on this called by the Minister on Sunday 21st on site where various issues were discussed. Please provide the minutes of that meeting.
- c. We apologies for any misunderstanding on the above. Please ignore the claim certificate sent. We will send new one for 'concept design' as 1st payment.
- d. Please find the Agreement for your perusal. Please note the cost may be less or more depending on the scope to be finalised.
- e. We can meet sometime tomorrow to finalise the agreement.
- f. Other requirements are also attached
 - Vat registration
 - OHS Certificate
 - Professional Indemnity Cover
 - Public Liability Cover
 - Payment schedule as per Agreement.(clause S6)

Thank you

Yours faithfully

ASHOK BALGOVIND

cc. Mr. Azam Khan – azam.khan@govnet.gov.fj

Memorandum of agreement

Between Client and Architect for use with the FAA Conditions of Engagement.

This Agreement

is made on the 24th day of August 2016

between LAUTOKA CITY COUNCIL
(insert name of client)

of Lautoka, Fiji

(hereinafter called the 'Client')

and

ASHOK BALGOVIND & ASSOCIATES
(insert name of Architect or firm of Architects)

of 1-3 Berry Road, Suva, Fiji
(hereinafter called the 'Architect')

Now it is hereby agreed

that upon the Conditions in Parts 3 and 4 of the FAA Conditions of Engagement (1986 Edition), a copy of which is attached hereto,

save as expected or varied by the parties hereto in the attached Schedule of Services and Fees,

and subject to any special conditions set out or referred to in the Schedule:

- 1 the Architect will perform, for the Client the services listed in the Schedule in respect of

DEVELOPMENT OF OLYMPIC SWIMMING POOL COMPLEX
(insert general description of project)

at Lautoka, Fiji

(insert the location of project)

- 2 the Client will pay the Architect on demand for the services, fees and expenses indicated in the Schedule;
- 3 consultants will be appointed as indicated in the Schedule;
- 4 site staff will be appointed as indicated in the Schedule;
- 5 any difference or dispute arising out of this Agreement shall be referable to arbitration in accordance with clause 3.26 of the above mentioned FAA Conditions of Engagement.

As Witness the hands of the parties the day and year first above written

Client
Name: LAUTOKA CITY COUNCIL

Address: 169 Vitogo Parade,

Lautoka

Description: Development of Olympic
Swimming Pool Complex, Lautoka

Architect
Name: ASHOK BALGOVIND & ASSOCIATES

Address: 1-3 Berry Road

Suva, Fiji

Description: Architects and Planning Consultants

Schedule of Services and fees

Referred to in the Memorandum of Agreement dated
(insert name of client): Lautoka City Council

(insert name of architect or firm of architects): Ashok Balgovind & Associates

(insert description of project): Olympic Swimming Pool Complex

Unless otherwise stated the services listed in S1, the conditions of appointment, and the basis of fee calculation, will be as described in the FAA Conditions of Engagement (1986 Edition), issued by the Fiji Association of Architects. Clause references relate to that document.

S1 SERVICES

Service	Clause	Fee basis (State whether Percentage, time Or Lump Sum)	Clause Percentage
---------	--------	---	--------------------------

Preliminary Services

Head Consultant and Architect

Basic Services

Architectural Consultancy	4.5%
Mechanical & Electrical	.5%
<u>Structural Engineers</u>	<u>1.8%</u>
Total	6.8% of Project Cost
Plus VAT	
Plus Disbursement	

Disbursement as per FAA Conditions of Engagement

Other Services

Sub-consultants shall be appointed by the (Client) as follows:
if needed

- Quantity Surveyor
- Land Surveyor
- Geotech Consultant

S2 SPECIAL CONDITIONS

Insert any conditions other than those in Parts 3 and 4, which are to apply to the appointment.

Basic fees is based of 6.8% for estimate value of Project of \$2,000,000.00 est. is \$136,000 + VAT and would increase or decrease on 'pro rata' basis on value of project cost.

As per letter of appointment

S3 CONDITIONS NOT TO APPLY

Insert any clauses in Parts 3 and 4 which are not to apply to this appointment (n.b. the alternatives in clauses 3.26 and 3.28 which are not to apply should be inserted).

S4 PERCENTAGE FEES

Fees based on a percentage of the total Construction cost shall be calculated as follows

6.8% of Project Cost, Plus VAT

S5 LUMP SUM FEES

Lump sum fees shall be as follows:

Disbursement – as per FAA Conditions

S6 INTERIM PAYMENTS

Interim payments for percentage and lump sum fees shall be * paid Monthly as per completion of works per stages:

* paid at completion of work stages as follows:

Work Stage	Proportion of fee	Cumulative Total
C	15%	15
D	20%	35
E	20%	55
FG	20%	75
H J K L	25%	100

Notwithstanding these, fees in respect of work stages E, FG, HJKL shall be paid in installments proportionate to the drawings and other work completed or the Value of works certified.

* Delete whichever is inapplicable

S7 TIME CHARGE FEES

Rates for fees charged on a time basis shall be:

- .1 for principals: **\$500.00** per hour, plus VAT
- .2 for deputy: **\$350.00** per hour, plus VAT

Adjustments in the above rates shall be made at intervals of not more than 12 months on the followings basis:

- .3 for staff: _____ cents per \$100 of gross annual income for office based staff
_____ cents per \$100 gross annual income for site based staff

Junior Staff \$15/hr, Intermediate Staff \$30/hr, Senior Staff \$100/hr

S8 EXPENSES AND DISBURSEMENTS

The fees charged in accordance with S1 and S4 to S7 above are inclusive of all expenses and disbursements.

or

* Expenses and disbursements shall be charged in accordance with Part 4, clauses 4.32 to 4.34.

Mileage rates shall be: as per PSC rates

Adjustments in the above rates shall be made on the following basis:

* Delete whichever is applicable

Lump Sum

S9 CONSULTANTS

The following consultants shall be appointed by the Client:

As listed in "other Services"

S10 SITE STAFF

The following site staff shall be appointed: if need be.

- .1 by the Client - Clerk of works
- .2 by the Architect -

Signed:

Client: Mr. Jone Nakauvadra
Chief Executive Officer

Architect: Ashok Balgovind

Deputy: Rohitash Balgovind

(Stamp)

(Stamp)

Date: _____

APPENDIX A

ESTIMATE COSTING FOR FEE CALCULATIONS

The estimate cost of project is \$2,000,000 plus VAT. This will vary as per detailed requirements and would be finalized when we get the final tender price.

Fee is based on percentage and will vary on 'pro rata' basis of final project cost. Other Conditions of Fiji Association of Architects apply regarding disbursement.

Thus for project cost of \$2,000,000 the fees shall be as follows;

Architectural work	4.5% of the Project cost plus VAT = \$90,000 + VAT
Engineering works	1.8% of the Project cost plus VAT = \$36,000 + VAT
Mechanical &	
Electrical Engineers	0.5% of the Project cost plus VAT = \$10,000 + VAT
Total	6.8% of the Project cost + VAT = \$136,000 + VAT

Concept Design Plan	-	\$15,000.00 + VAT
Detail, Design & Project Management	-	\$121,000.00 + VAT



Sun Insurance Company Limited

Levels G & 1, Sun Insurance Kaunikuila House, Laucala Bay Road, Suva, Fiji Islands.
Postal Address : Sun Insurance Private Mail Bag, Suva.
Telephone No : +679 331 3822 Fax No : +679 331 3882
Email : info@suninsurance.com.fj Web : www.suninsurance.com.fj

Page : 1 of 1
Date : 2015/09/30
Report Id : 12.1
User : SMN01

TIN : 50-11005-0-4

PUBLIC LIABILITY - RENEWAL CERTIFICATE

Insured Name : ASHOK BALGOVIND & ASSOCIATES
Address : P.O. BOX 15090
SUVA

Policy No : 100021300PLP000747
Endorsement No : 100021500PLN002115
Renewal Date : 30/09/2015
Cover Start Date : 29/09/2015
Cover End Date : 29/09/2016
Currency : FIJI DOLLAR
Total Sum Insured : 100,000.00

Payment Category : ADVANCE PAYMENT

Branch / Agent : SICL SAMABULA

File Number

Annual Estimated Wages To Be Paid

Invoice Number

Main Cover : THIS POLICY COVERS ANY LEGAL LIABILITY THAT THE INSURED MAY BE LIABLE FOR:
(A) BODILY INJURY
(B) DAMAGE TO PROPERTY
(C) LIABILITY AS LAND LORDS

Location : ANYWHERE IN FIJI

Sum Insured : 100,000.00

Risk : PUBLIC LIABILITY

Sum Insured : 100,000.00

Event Limit : 100,000.00

Annual Limit : 100,000.00

Cover

Public Liability

Excess

500.00

Peril Event Limit

100,000.00

Peril Annual Limit

100,000.00

Occupation : Office

Occupied By

Occupied As

Risk Financial Interests :

Conditions : Exclusion - Professional Indemnity

Public Liability Exclusion - Environmental Pollution

Examined Signature On Behalf Of
Sun Insurance Company Limited

NAITEQE

Authorized Signature On Behalf Of
Sun Insurance Company Limited

NAITEQE

30/09/2015

Date

Terms & Conditions as per Sun Insurance Public Liability Policy .



Policy Renewal - Insurance cover is renewed.

This schedule provides details of what your insurance policy covers, the terms and conditions of your insurance policy, and the period you are insured. It must be read in conjunction with the policy wording supplied. Please note, your insurance policy is only effective if the premium payment has been received.

Policy Schedule for Ashok Balgovind & Associates

Broker	MARSH LIMITED				
Broker Address	PO BOX 1333, SUVA				
Insured	Ashok Balgovind & Associates				
Insured Address	1st Floor FTU Complex 1 - 3 Berry Road Suva Fiji				
Period of Insurance	From: 19 Nov 2015 at 4pm to 19 Nov 2016 at 4pm				
Policy Number	FJ110001565PIL				
Our Reference	2				
Wording	Professional Indemnity Liability Risk ID 1				
Business of the Insured	Professional Indemnity (Civil) Policy PIC 0210 Architectural work, land sub- division planning and design				
Territorial Limits Jurisdiction Limits	Republic of Fiji, PNG Republic of Fiji				
Cover Description	As per standard QBE (Fiji) Professional Indemnity (Civil) Policy PIC 0210				
Limit of Liability	\$1,000,000 any one occurrence and in the annual aggregate				
Retroactive Date	19 November 2014, excluding all known claims and circumstances				
Excess	<table> <tr> <th>Description</th><th>Excess Amount (\$)</th></tr> <tr> <td>Standard</td><td>\$5,000 each and every claim (inclusive of costs and expenses)</td></tr> </table>	Description	Excess Amount (\$)	Standard	\$5,000 each and every claim (inclusive of costs and expenses)
Description	Excess Amount (\$)				
Standard	\$5,000 each and every claim (inclusive of costs and expenses)				
Endorsements	<p>FJSTD01 - Absolute Asbestos Exclusion:</p> <p>This Policy shall not apply to and does not cover any actual or alleged liability whatsoever for any claims in respect of loss or losses directly or indirectly arising out of, resulting from, in consequence to or aggravated by asbestos in whatever form or quantity.</p> <p>FJSTD02 - Terrorism Exclusion:</p> <p>Notwithstanding any provision to the contrary within this insurance or any endorsement thereto it is agreed</p>				

FJ110001565PIL





Ministry Of Labour, Industrial Relations, and Employment,

PO Box 2216, Govt Bldgs, Suva
4th Flr, Civic House Victoria Parade
Ph: 3303500 Fax: 3304701

PO Box 2216, Govt Bldgs, Suva
6th Flr, Civic House, Victoria Parade
Ph: 3316 999 Fax: 3315 029

Date 22/08/12

Ref: ML 3/4/19- 3360

The Special Administrator
Suva City Council
Suva

Dear Sir

Occupational Health and Safety Inspection
For Suva City Council Business License 2012

We wish to advise that the following workplace satisfies the minimum occupational health and safety requirements as stipulated under the provisions of the Health and Safety at Work Act 1996 and its subsidiary legislations.

Name	ASHOK BALGOVIND & ASSOCIATES
Type	Architects
Postal Address	GPO Box 15090 Suva
Location of workplace	1-3 Berry Road Suva

We also advise that for 2012 only, hazard audits will be limited to workplaces with high risk business depending on the nature of work carried out.

With this letter you may proceed with the business license process as per your legislation.

We thank you for the promotion of OHS through your organization and please do not hesitate to contact the National Occupational Health and Safety Service or the undersigned should you need further clarification.

Yours faithfully,

Mohammed Shiraz
Health & Safety Inspector
for Permanent Secretary of Ministry of Labour, IR & Employment

All correspondences should be addressed to the Permanent Secretary Labour, Industrial Relations & Employment

"DECENT & PRODUCTIVE WORK FOR ALL

FIJI NATIONAL PROVIDENT FUND



Your ref:

Our ref:

EN/10050855A/: pb

17th February, 2016

ASHOK BALGOVIND AND ASSOCIATES
GPO BOX 15090,
SUVA

Re: Compliance Letter

We refer to your request and we hereby confirm that your FNPf account is up to date.

We would like to thank you for maintaining a good record with the Fund and your compliance with the FNPf Decree.

Please take note that this letter is valid till 17th March, 2016.

Should you have any queries to the above, please contact the undersigned on 3238265.

Yours faithfully

.....
Losevati Lorosio
for **CHIEF EXECUTIVE OFFICER**

All Correspondence to be addressed to the Chief Executive Officer

Head Office

Provident Plaza 2
Private Mail Bag, Suva
Telephone: (878) 330 7811
Facsimile: (878) 330 7811

Lautoka

Shop 8, Naviti Street
Private Mail Bag, Lautoka
Telephone: (878) 868 1888
Facsimile: (878) 868 8232

Labasa

Rosama Street
Private Mail Bag, Labasa
Telephone: (878) 861 2111
Facsimile: (878) 861 2745

Valelevu Agency

Valelevu Computer Building
Sasa Place, Valelevu
Telephone: (878) 334 3671
Facsimile: (878) 334 3670

Nadi Agency

Shop 2, Lot 13 Conceps Subdivision
Mamaka Lane, Nadi
Telephone: (878) 322 8418, 323 6009
Facsimile: (878) 373 8982

Savusavu Agency

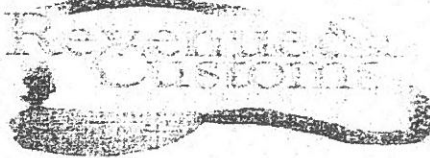
Budget Lodge Building Ltd
Main Street, Savusavu
Telephone: (878) 845 2306
Facsimile: (878) 845 2387

Be Agency

Ganga Singh Street, Be
Telephone: (878) 867 0099
Facsimile: (878) 867 8097

Email: information@fnpf.com.fj

Website: www.myfnpf.com.fj



COPY

Office of the Commissioner

Certificate of VAT Registration

This is to certify that

**ASHOK RAM BALGOVIND T/A ASHOK BALGOVIND &
ASSOCIATES**

is a Registered person under the provisions of Section 22 of
the Value Added Tax Decree, 1991

This certificate remains valid until this registered person ceases to
operate a taxable activity or when notification of cancellation in
writing is issued in accordance with Section 23 of the Decree.

Tax Identification Number: **02/06456/0/3**

Dated at Suva this Tuesday, February 03, 2009


For Chief Executive Officer
FIJI ISLANDS REVENUE & CUSTOMS AUTHORITY

FIJI NATIONAL PROVIDENT FUND



Your ref:

Our ref: EN/10050855A: AT

31st August, 2016

ASHOK BALGOVIND & ASSOCIATES
GPO BOX 15090
SUVA

Re: Compliance Letter

We refer to your request and we hereby confirm that your FNPF account is up to date.

We would like to thank you for maintaining a good record with the Fund and your compliance with the FNPF Decree.

Please take note that this letter is valid till 30th September, 2016.

Should you have any queries to the above, please contact the undersigned on 3238259.

Yours faithfully

for **CHIEF EXECUTIVE OFFICER**

All Correspondence to be addressed to the Chief Executive Officer

Head Office	Lautoka	Labasa	Valelevu Agency	Nadi Agency	Savusavu Agency	Ba Agency
Provident Plaza 2 Private Mail Bag, Suva Telephone: (679) 330 7611 Facsimile: (679) 330 7615	Shop 5, Naviti Street Private Mail Bag, Lautoka Telephone: (679) 686 1838 Facsimile: (679) 686 6332	Rosawa Street Private Mail Bag, Labasa Telephone: (679) 881 2111 Facsimile: (679) 881 2741	Valelevu Complex Building Sage Place, Valelevu Telephone: (679) 334 3671 Facsimile: (679) 334 3670	Shop 2, Lot 13 Gondare Subdivision Namoka Lane, Nadi Telephone: (679) 323 8018, 323 8005 Facsimile: (679) 672 8982	Budget Lodge Building Ltd Main Street, Savusavu Telephone: (679) 885 3356 Facsimile: (679) 886 3357	Ganga Singh Street, Ba Telephone: (679) 667 0009 Facsimile: (679) 323 8007

Email: information@fnpf.com.fj

Website: www.fnpf.com.fj