



TETRA TECH
International Development

Request for Tender

RFT AM 12988

PART B – General & Technical Specifications

Construction Services

for the

Betio Open Integrated Market (OIM)

part of

The Kiribati Australia Infrastructure Program (Te KAI)

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1 Introduction

1.1 Purpose

The Principal, Tetra Tech International Development, invites tenders for the construction of the Open Integrated Market (OIM) in Betio from local iKiribati construction contractors with experience delivering medium-scale infrastructure.

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

This Part B (General and Technical Specifications) defines the scope of work, specifications and relevant program policies that must be applied. Tenderers will provide a fixed lump sum price for the construction services defined in this document and all referenced attachments. The fixed lump sum price must include for all overheads, profit, management, supervision, site establishment, insurance, compliance, labour, equipment and temporary works/materials required to deliver the project scope safely and without harm to communities and the environment (NOTE: all permanent materials supplied by Tetra Tech – see Section 2.3).

1.2 Background

The Kiribati Australia Infrastructure Program (Te KAI)

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

The Open Integrated Market Project (OIM)

The OIM is a priority of the GoK which seeks to facilitate greater trade between the outer islands and Tarawa to contribute to improved livelihoods and promote economic growth. The market will provide a secure and accessible space for local vendors to sell local produce: seafood, fruit and vegetables, and handicrafts from Tarawa and the surrounding islands. The OIM is located in Betio near the existing Betio Fish Market, the Customs Office, the Domestic Port and the International Port. The site includes an existing warehouse building that was previously used by the Customs Department.

The project is overseen by the Kiribati Government Ministry of Tourism, Commerce, Industry and Cooperatives (MTCIC) which will operate the market for its first few years. Design has been undertaken by Alexander & Lloyd Group (Architect) in consultation with local stakeholders.

Early work already completed

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

An early works contractor has raised the ground level to design levels across the site and compacted the ground ready for foundation excavation. A small site office has been established. The lighting pole near the roundabout will be installed by others.

During this tender process, some further work will be completed by the early works contractor: construction of the well (without the pump and piping), the small water tank foundations, header tank stand and sewer cover.

Existing facilities on site

The site includes an existing customs warehouse, which is intended to be available to the Contractor for materials storage during the works. Tenderers should assume the warehouse will be available for use from the date the overseas materials shipments arrive.

The warehouse requires some renovation work to the trusses, roofing sheets, windows and door. Costs associated with this renovation will be managed as a variation, with a provisional sum allocated in the

contract. Tenderers **do not** need to estimate the price for renovation of the warehouse as part of the tender. Simply include the provisional sum in the tender price.

A small site office has been established on site. The Contractor has permission to use Customs Office toilet facilities on condition that they are cleaned daily by the Contractor.

2 Scope and Context

2.1 Market site and building

The Contractor will provide construction services and take full responsibility for construction of the Open Integrated Market, from excavation of its foundations to testing and commissioning, handover and training of the operator, and support during the 12-month defects liability period. The scope of work and contractor requirements are provided below.

The Open Integrated Market includes all new items shown in the drawings provided in Section 3, including:

- A single storey, mostly open sided structure of approximately 720m² on a large concrete raft foundation, with a bespoke solid timber framed structure and sandwich panel roofing (NOTE: It is not a standard build for Kiribati and will require specialist equipment and careful planning by the Contractor)
- Single storey, internal buildings (including kiosk, toilets, office and storage areas) constructed from concrete blockwork.
- External work includes an extension to the water mains across the main road, a new speed hump in the road, pedestrian crossings, utilities connections, installation of a pump and pipework for the well, rainwater storage and pump systems, hard and soft landscaping, access roads and kerbs, bollards, wheel-stop barriers, disable parking markings and external lighting.
- Internal systems and services including market stalls, power, lighting, mechanical ventilation, pipework, bathroom fixtures, handwash basins, washdown and fire systems

2.2 Professional responsibilities

The Contractor's responsibilities in Section 3 are listed under the following categories, summarised as follows:

- **Pre-start preparation** including an early contractor engagement stage if required, construction planning, programming, risk assessments and controls, method statements, safeguards planning and workforce training.
- **Site establishment and management** including all aspects of safety, security, social and environmental impacts, temporary power and water, facilities and traffic management.
- **Community engagement** including timely and respectful handling of complaints.
- **Stakeholder engagement** including weekly site meetings with the Principal and clear, timely coordination with other stakeholders.
- **Survey**, including set out of buildings and structures and establishment of levels from government survey datum
- **Construction** of the OIM building and external works.
- **Temporary works**: All temporary works to achieve the scope are the responsibility of the Contractor. This includes supply of construction site signage, scaffolding, formwork timber and nails, coverings for stockpiles of sand and aggregate, fresh water for concrete, concrete settling ponds, ground compaction, concrete curing, traffic management cones and signs, appropriate materials storage facilities and hire of machinery or equipment as required.
- **Resource management** including devanning, recording, storage and monitoring of materials usage, and coordination with the prefabrication contractor on delivery of building elements to site.
- **Quality management** including self-testing and close collaboration with the Principal and MISE.
- **Inspections** including regular and ad hoc inspections by the Principle, MISE, MELAD and others.
- **Reporting** including immediate incident reporting plus weekly and quarterly reporting.
- **Testing, commissioning and handover** including testing of electrical and mechanical systems, an accessibility audit with Te Toa Matoa and training of operators and maintainers.
- **Defects liability period** for 12 months.

- **Health and Safety** including proper use of a Risk Register and Safe Work Method Statements.
- **Environment Management** including compliance with the Environment License arranged by MTCIC.
- **Social Safeguarding** including a Contractor policy, training and a Code of Conduct for workers.
- **Equality and Inclusion** including a Contractor policy and adjustments to recruitment, subcontracting and workplace processes.
- **Security**, including personnel, locks/chains, equipment and facilities required to maintain 24-7 security on the site from mobilization to hand-over.

2.3 Materials

2.3.1 Supplied by others

Permanent construction materials will be provided by The Principal to the Contractor at no cost, apart from fresh water for concrete work (either PUB or desalination plant water, to be supplied by the Contractor). Where possible materials will be sourced locally, however due to local constraints the majority will be sourced internationally, shipped to Betio and delivered to the site in shipping containers.

Steel and aluminium building elements and electrical boards will be pre-fabricated overseas.

Timber building modules such as the 'trees' which hold the roof will be fabricated elsewhere on Tarawa under a separate contract and shipped to site for the Contractor to install. Further varnishing and minor amendments to the fabricated building elements may be required.

Appendix 6.3 contains a list of materials being delivered to site. Indicative timeline for handover is as follows:

- Local materials (sand, aggregate, blocks, tanks): On demand
- Early overseas materials package (cement, steel reinforcement, roof panels): **March 2026**
- Overseas materials package 2 (timber and other building materials): **April-June 2026**
- Kitset building elements (delivered from Tarawa factory): **June 2026**

All labour, supervision, security and equipment required for devanning, cataloguing, labelling and storage of materials provided by the Principal is the responsibility of the Contractor.

2.3.2 Supplied by the Contractor

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

2.4 Exclusions

Exclusions from the Contractor's scope include:

- **Obtaining or renewing the Building Permit and Environment License:** These are obtained by the Principal. Contractor must comply with their requirements.
- **Supply of materials for permanent works:** Unless otherwise agreed by variation, all permanent materials will be supplied by the Principal. One exception: the Contractor will supply fresh water for concreting and cleaning.
- **Early works:** Construction of the well (not including pump and pipework), small water tank stands beside the existing warehouse, header tank stand, sewer manhole cover replacement.
- **Solar power system:** While the design includes space for a solar power system, its installation will be managed as part of a separate contract or a variation to this contract.
- **Materials storage shed:** For this tender, assume that the existing customs warehouse will be available for materials storage, and price appropriately. If the warehouse is not available, a materials storage shed may be agreed as a variation.
- **As-built drawings.** The Contractor will not be responsible for producing as-built drawings, but must ensure every service has been recorded by Tetra Tech before covering or burying it.

3 Requirements – Goods and/or services

3.1 Services and Deliverables

Stage	Scope	Deliverables
Pre-start preparation	<ul style="list-style-type: none"> • Contract negotiation: Complete all requirements for contract signing. 	<ol style="list-style-type: none"> 1. Signed Contract. 2. Tetra Tech due diligence survey response. 3. Workforce CVs / certifications / licenses / evidence of competency. 4. Subcontractor company profiles and CVs.
	<ul style="list-style-type: none"> • Construction planning: <ul style="list-style-type: none"> ○ Develop and submit a Construction Program. ○ Review the draft Construction Risk Register with the Principle and either adopt it or establish a new Construction Risk Register. ○ Plan and draft Safe Work Method Statements (SWMS) for high-risk activities: roof installation as a minimum. 	<ol style="list-style-type: none"> 5. Construction Program. 6. Construction Risk Register. 7. Safe Work Method Statements.
	<ul style="list-style-type: none"> • Preparing for health and safety, environment, social safeguarding, equality and inclusion: Refer to the specialist sections on each cross-cutting discipline at the bottom of this table for more details. <ul style="list-style-type: none"> ○ Prepare policies and management plans with the support of the Principal. ○ Arrange for workers to attend training provided by the Principal. ○ Arrange for workers to review and sign the Safeguarding Code of Conduct. ○ Sign the Tetra Tech Vendors Code of Conduct. ○ Prepare a Grievance Response Mechanism. 	<ol style="list-style-type: none"> 8. Contractor Health and Safety Commitment and Policy 9. Contractor site specific Health and Safety Management Plan 10. Construction Environmental Management Plan (CEMP). 11. Contractor Social Safeguarding Policy. 12. Contractor Equality and Inclusion Policy. 13. Safeguarding Code of Conduct (all staff). 14. Tetra Tech Vendor Code of Conduct (one). 15. Police checks for staff and subcontractors. 16. Grievance Response Mechanism.
	<ul style="list-style-type: none"> • Insurance: <ul style="list-style-type: none"> ○ Works Insurance: The Tenderer's price must include an estimate for Works Insurance for a total works value of AUD \$1,500,000 (covering materials, fabrication and construction). The Kiribati Insurance Company provides Works Insurance as 'Contractors All Risk Insurance', typically charging 3% of the works value (\$45,000 in this case). 	<ol style="list-style-type: none"> 17. Insurance Certificates. 18. Insurance costs included in the Pricing Schedules and Contractor's lump sum price

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> ○ Public Liability Insurance: The Tenderer's price must include an estimate for Public Liability Insurance to the value of AUD \$1,000,000. The Kiribati Insurance Company provides Public Liability Insurance at a cost of 1% of the sum insured (\$10,000 in this case). ○ New insurance certificates naming the project, the Contractor and the Principal must be arranged and paid for by the Contractor during contract negotiations. Discuss any cashflow concerns with Tetra Tech. 	
Site establishment and management	<ul style="list-style-type: none"> • Participate in a comprehensive site induction provided by the Principal. • Take responsibility for the OIM site for the duration of the works, managing all aspects of its safety, security, social and environmental impacts. • Assess, repair and maintain the site safety barriers. • Following a safety briefing with Tetra Tech, remove the short section of fence and gate between the existing warehouse and main area of site. Use hand digging techniques to remove the fence foundations and restore ground. • Establish site signboards (including contact details for public complaints), warning signage both externally and internally, and traffic control. • Enable and maintain safe and suitable access to site for pedestrians, machinery, cars and motorbikes. Apply protection measures to sensitive assets. • Induct all workers and visitors and keep a record of site attendance. • Ensure all necessary permits and approvals from local authorities have been obtained before construction commences. The Environmental License and Building Permit are obtained by the Principal not the Contractor. • Implement safety, environmental, safeguarding, equality and inclusion measures described in each of the relevant sections below. • If directed by Tetra Tech, agree a variation to renovate the existing customs warehouse. Tenderers do not need to estimate the price for this work at this stage. A provisional sum is included in the contract and should be included in the tender price. • Provide temporary power and water on site and establish site facilities, including tool and materials storage (assume the existing warehouse is available for storage). Establish bunded and secure storage for hazardous materials according to Environment License requirements. Maintain the site office in good working condition. 	<ul style="list-style-type: none"> 19. Site sign-in register. 20. Site induction. 21. Printed copies of drawings, construction specification and reports to be available in the site office at all times. 22. Updates as required to Construction Program, Risk Register, Safe Work Method Statements and other construction planning documentation.

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> • Clean the Customs Office toilet facilities daily or provide alternative site toilets and wash facilities. The Contractor has permission to use the Customs Office facilities on condition that they are cleaned daily and maintained well. • Provide 24/7 site security for the duration of the contract to prevent public access to the site and supervise all vehicles entering and exiting site for the protection of the public. • Establish and maintain local survey benchmarks from the survey control located in the roundabout. • Set out all buildings and structures. • Maintain a clean site including removal of waste in accordance with Environment License requirements and Betio Town Council regulations. Provide bins. • Remove the existing gate and fence between the existing customs warehouse and the new market building location, Make good the area. 	
Community Engagement	<ul style="list-style-type: none"> • Work collaboratively with local communities, vendors, and stakeholders to minimize disruption and promote positive relations throughout the work. The contractor will be expected to engage neighbours and participate in the Principal's engagement. • Maintain a compliant Grievance Redress Mechanism, report all complaints and address any concerns promptly and respectfully. 	
Stakeholder Engagement	<ul style="list-style-type: none"> • Coordinate in a professional and timely manner with government and private stakeholders such as the Public Utilities Board (PUB), the Ministry for Infrastructure and Sustainable Energy (MISE) and Kiribati Land Transport Authority (KLTA) plus any consultants appointed by the Principal. • Participate in weekly site meetings with the Principal and facilitate timely communication with all project stakeholders. 	23. Site meeting minutes.
External works	<ul style="list-style-type: none"> • Water mains extension across the road and onto site (coordinated with PUB and KLTA). • Construction of a new speed hump over the water main extension, and pedestrian crossings at two locations (coordinated with KLTA). • All buried services and connections: power, water and sewerage (coordinated with PUB). • Minor earthworks to achieve design levels, grades and compaction required. Battens and one retaining wall. • Rombus plastic-mold concrete-fill paving system, and kerbs to hold it in place. • Bollards, wheel stop barriers and painted disabled marking. • Water systems including fitting pump and pipework into the well, building the main water tank storage foundation, tank installations including all pipework and power, header tank installation, all pumps and pipe networks. • External ramps, stairs, handrails, landscaping, fencing and installation of security gates. 	

Stage	Scope	Deliverables
Building construction	<ul style="list-style-type: none"> Precision setting out of the building and its internal structure. Checked by both Tetra Tech and MISE. Excavation, ground strength testing and compaction below foundations to engineer's requirements. Reinforced concrete foundations, using local sand and gravel. Arrange all inspection hold-points with both Tetra Tech and MISE. A batching plant should be used where possible to maximise concrete quality and minimize cold joints. Reinforced concrete upstands in uPVC sleeves for roof supports, using imported sand and gravel. Precision positioning of steel plate joints to hold timber elements above. Timber building elements with precision installation requirements and working at heights safety practices: timber trees, bracing, brackets and other fixings. Blockwork, reinforced, core-filled and rendered for buildings within the market footprint. Wall panel installation and cladding as required. Sandwich panel roofing, lifted in place by machinery and strict safety planning. Accurate set-out of the roof panels is critical. Supply and installation of scaffolding by the Contractor (refer to temporary works section below). Waterproofing of wet areas. Screeds and tiling. Doors (including jambs and door hardware), windows, vermin proofing, external awnings. Market stalls and benches, market signage and wayfinding. Floor finishes including coatings/coverings and line markings. Water and sanitation system pipework and fittings including gutters and rainwater harvesting elements, toilets, sinks, drains, taps and washdown reels. Mechanical ventilation systems and ice plant installation. Electrical systems including switchboards, electrical network and fittings, lights. Fire detection and warning system. Painting and varnishing. Installation of furniture. 	
Temporary works	<ul style="list-style-type: none"> All temporary works to achieve the scope are the responsibility of the Contractor. This includes supply of scaffolding, timber, nails, coverings for stockpiles of sand and aggregate, concrete settling ponds, appropriate materials storage facilities (assume the warehouse is available for storage) and hire of machinery or equipment as required. 	
Resource Management	<ul style="list-style-type: none"> Efficiently manage labour, materials, and equipment, including the handling and storage of materials supplied by third parties as specified. Maintain plant, equipment, tools and health and safety resources. Maintain clear records of resource usage and site logistics, including materials and equipment checked in and out each day. 	<p>24. List of materials received on site, and checked out/in each day.</p> <p>25. Quantity estimates and specifications for additional material required.</p>

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> Provide quantity estimates and specifications for any further materials required, with as much notice as possible. 	
Quality Management	<ul style="list-style-type: none"> Comply with the Kiribati National Building Code and all relevant Government of Kiribati legislation. Implement a quality management system to ensure materials, workmanship, and final outputs meet or exceed the requirements. Provide regular quality inspections and testing reports as required by the Principal. Report on defects rectified. Support quality inspections by the Principal, MISE or other local authorities and provide all results to the Principal. 	<ul style="list-style-type: none"> 26. Quality inspection and test results. 27. Defect rectification reports. 28. Results of any inspections by local authorities or stakeholders, including MELAD inspection reports, disability audits and others.
Inspections	<ul style="list-style-type: none"> Undertake regular site inspections for health and safety and environment management. Facilitate access for the Principal or local authorities to inspect the works at any time. Provide two days' notice for all inspections. Facilitate transport of MISE inspectors to site if required. 	<ul style="list-style-type: none"> 29. Fortnightly site safety inspection records. 30. Requests for inspections by the Principal and MISE.
Reporting	<ul style="list-style-type: none"> Immediately report any community complaints, environmental issues, health and safety incidents or near misses. Provide monthly progress reports to the Principal with the following data: <ul style="list-style-type: none"> Workforce statistics: number of men on site, number of women on site, number of staff with disabilities, number of staff age 18 to 30. Progress: short description of progress made since the previous report. Schedule: any risks or proposed changes to the construction program looking forward. Quality: any inspections completed or issues identified. Safety, environment and social safeguarding: description and action taken for any near misses, incidents, complaints, or other risks or issues. Equality and inclusion: description of progress against the Contractor's Equality and Inclusion Policy, any new actions, results, issues, risks or opportunities. Provide a quarterly report to the Principal addressing all reporting requirements of the Environment License, for onward distribution to MELAD and MTCIC. 	<ul style="list-style-type: none"> 31. Incident reports or complaints 32. Monthly progress reports 33. Quarterly environment report 34. Final report.

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> Provide a final report on completion describing: <ul style="list-style-type: none"> Improvements in the Contractor's capabilities as a result of the project, including in health and safety, environment management, social safeguarding, equality and inclusivity, planning, management and ability to participate in Australian funded projects. Staff data: for each person who worked on the project, provide their nationality, gender, age bracket, disability status and type if applicable, and what training they attended. Names are not required. Participation of diverse groups: What percentage of women and people with disability on staff felt they were able to participate meaningfully in the work? Provide quotes. Comments or recommendations for future Te KAI projects. 	
Contract Administration	<ul style="list-style-type: none"> Follow the processes outlined in the contract for coordinating with the Principal on progress payments, variations and other responsibilities. 	35. Monthly Progress Claims. 36. Variation Price Requests as required by the Principal. 37. Requests for Information as required.
Testing, Commissioning and Handover	<ul style="list-style-type: none"> Engage MTCIC operators and maintainers early in construction, bring them on site during construction to understand the infrastructure they will be responsible for. Prepare a Commissioning and Handover Plan. Test and commission all electric, mechanical and hydraulic systems and report completion. Report (and repair wherever possible) any defective materials or equipment. Conduct an accessibility audit with the Principal and Te Toa Mataoa. Conduct an evaluation walkthrough with the Principal and stakeholders including representatives from the OIM Technical Working Group plus AMAK and others. Conduct hand-over training with operators and maintainers, and report on training provided and number of operators and maintainers trained. Conduct pre-hand-over meetings with the Principal, MTCIC and the Australian High Commission. Prepare, label and hand over all keys, manuals, test certificates and reports to the Principal. 	38. Commissioning and Handover Plan. 39. Testing and commissioning reports 40. Handover training report. 41. Accessibility audit report. 42. All manuals and keys. Excluded from scope: as-built drawings
Defects Liability Period	Provide resources during a defects liability period of twelve (12) months following completion, during which the Contractor will be responsible for rectifying any defects or issues arising from construction.	43. Register of defects reported at Practical Completion. 44. Defect rectification reports.

Stage	Scope	Deliverables
Additional details on cross-cutting responsibilities		
Health and Safety	<p>The Contractor will adhere to Kiribati health and safety legislation and pursue international best practice safety management in all aspects of the work, helping the workforce gain familiarity with any new aspects.</p> <p>During the pre-start preparation phase:</p> <ul style="list-style-type: none"> • Sign the Contractor Health and Safety Commitment. • Review the draft Construction Risk Register prepared by the Principal and adopt it or develop a new one. • With the support of the Principal, prepare a site-specific Contractor Health and Safety Management Plan, outlining the high risk activities and how they will be delivered safely. Include a traffic management plan. Price for half a day in Te KAI office for this. • With the support of the Principal, prepare Safe Work Method Statements for the high-risk activities. Price for half a day in Te KAI office for this. • Ensure all staff are adequately trained to undertake their roles. The Principal offers general construction health and safety training. Additional training for certain roles may be required. <p>During the works:</p> <ul style="list-style-type: none"> • Ensure a trained health and safety representative is present on site, and supply construction site signage, first aid equipment, drinking water, Personal Protective Equipment (PPE) and any other items necessary to complete the work safely. Enforce appropriate PPE at all times. • Ensure all staff and visitors receive appropriate inductions and training, including weekly toolbox talks. • Develop, implement and keep records of Safe Work Method Statements (SWMS) for all high-risk activities. • Undertake and record fortnightly health and safety inspections. • Report near misses and incidents to the Principal • Update Health and Safety documentation as scope or experience evolves. 	<p>Listed in the pre-project preparation phase:</p> <ul style="list-style-type: none"> • Contractor Health and Safety Commitment. • Contractor site-specific Health and Safety Management Plan • Construction Risk Register: revise as required throughout the project. • Safe Work Method Statements: keep the SWMS signed by the workforce as a record each time it is used. <p>Listed in the inspections section:</p> <ul style="list-style-type: none"> • Fortnightly Site Health and Safety Inspection Reports <p>Listed in the reporting section:</p> <ul style="list-style-type: none"> • Health and safety information in monthly reports. • Incident reports.
Environment Management	<p>The Contractor will conform to the Environment License requirements and relevant Government of Kiribati legislation.</p> <p>During the pre-start preparation phase:</p>	<p>Listed in the pre-project preparation phase:</p> <ul style="list-style-type: none"> • Construction Environmental Management Plan (CEMP).

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> With the support of the Principal, develop and submit a Construction Environmental Management Plan (CEMP) tailored to the project site and activities. Price for half a day in Te KAI office for this. <p>During the works:</p> <ul style="list-style-type: none"> Implement environmental protection measures to minimize adverse impacts, including safe storage of hazardous materials, waste management, dust control and noise mitigation. Provide a quarterly report to the Principal addressing all reporting requirements of the Environment License, for onward distribution to MELAD and MTCIC. 	<p>Listed in the reporting section:</p> <ul style="list-style-type: none"> Quarterly Environment Report. Incident Reports.
Social Safeguarding	<p>The Contractor will take action to ensure no harm to the communities and business near the site, with particular attention to children and the vulnerable. Refer to Te KAI Safeguarding Policy and Safeguarding Code of Conduct for requirements.</p> <p>During the pre-start preparation phase:</p> <ul style="list-style-type: none"> With the support of the Principal, develop or update a Contractor Social Safeguarding Policy which addresses the specific OIM project context and risks associated with: <ul style="list-style-type: none"> Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment, Prevention of Modern Slavery and Human Trafficking. Price for half a day in Te KAI office for this. Ensure all staff participate in safeguarding training provided by the Principal. Ensure all staff understand and have signed the Safeguarding Code of Conduct. Establish a Grievance Redress Mechanism which provides multiple ways for the community (including children) to communicate their concerns effectively, including as a minimum the name, email address and telephone number of a safeguarding officer, and a locked suggestions box accessible to members of the public. This system must receive and manage safeguarding reports safely and confidentially, ensuring approaches are victim/survivor centric and a fair process. <p>During the works:</p> <ul style="list-style-type: none"> Report all complaints and issues to the Principal immediately, and update the Contractor Social Safeguarding Policy with any changes required. Ensure all new staff are trained and sign the Safeguarding Code of Conduct. 	<p>Listed in the pre-project preparation phase:</p> <ul style="list-style-type: none"> Contractor Social Safeguarding Policy. Signed Safeguarding Code of Conduct for all staff including new arrivals during the work. Vendor Code of Conduct. Police checks for staff and subcontractors. Grievance Response Mechanism. Record of training attendance. <p>Listed in the reporting section:</p> <ul style="list-style-type: none"> Incident reports.

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> Ensure all subcontracts pass on the Safeguarding requirements of this contract, including the requirement to sign the Safeguarding Code of Conduct and comply with the Grievance Redress Mechanism. 	
Equality and Inclusivity	<p>The Contractor will plan and implement practical actions which enable women, youth (over 18), people with disabilities and other marginalised groups to participate in this project and its associated economic opportunities.</p> <p>During the pre-start preparation phase:</p> <ul style="list-style-type: none"> With the support of the Principal, develop or update a Contractor Equality and Inclusion Policy which addresses the specific risks and opportunities posed by the OIM project. The policy should include site facilities (e.g. lockable toilets), communication principles (e.g. respectful language), and opportunities in selection of support services (e.g. supply of materials or lunches for workers). Price for half a day in Te KAI office for this. Ensure all staff participate in equality and inclusion training provided by the Principal during the preparation phase and refreshers during work. Recruit qualified female workers to achieve a 10% female workforce goal. Target a workforce age balance with at least 20% of the workforce between 18 and 30 years old. This ensures construction expertise and experience is passed on to the next generation. Target an inclusive workforce where at least 3% have a disability (this is less than the average population). Identify and propose which parts of the scope can be delivered using KIT-certified construction workers with disabilities, in partnership with Te Toa Matoa and with additional support from the Principal. <p>During the works:</p> <ul style="list-style-type: none"> Monitor equality and inclusion and report monthly: workforce statistics; any suppliers or support services owned by women / youth (over 18) / people with disabilities; any issues raised by staff, opportunities to improve equality or inclusion which the Principal may wish to support. Revise the Contractor Equality and Inclusion Policy as required and make adjustments to site or recruitment to achieve the workforce equality targets. 	<p>Listed in the pre-project preparation phase:</p> <ul style="list-style-type: none"> Contractor Equality and Inclusion Policy. Record of training attendance. <p>Listed in the reporting section:</p> <ul style="list-style-type: none"> Workforce equality and inclusion data in weekly reporting.

Stage	Scope	Deliverables
	<ul style="list-style-type: none"> • Arrange refresher training for the workforce every six months. 	

3.2 Construction Drawings

The successful Contractor will ensure all buildings and other structures are constructed in accordance with the Construction Drawings, as provided in **Appendix 6.1** and detailed in the following drawings:

3.3 Technical Specifications

The successful Contractor will ensure all buildings and other structures are constructed in accordance with the Construction Specification provided in **Appendix 6.2**.

3.4 Materials

A full list of materials supplied by the Principal is provided in **Appendix 6.3**.

The contractor is responsible for supply of all materials for temporary works.

3.5 Timeframes

The successful Contractor will be required to produce a detailed construction program, based on the following key Milestone dates:

Contract Execution:	16 February 2025
Completion of pre-start plans and training:	14 March 2026
Possession of Site:	17 March 2026
Delivery of materials for concrete and blockwork:	17 March 2026
Delivery of remaining materials:	31 March 2026
Delivery of fabricated building elements	30 June 2026
Practical Completion:	04 December 2026
End Defects Liability:	04 December 2027

The dates provided are for estimating purposes only and are subject to change during contract negotiation.

3.6 Contract Sites/Delivery Locations

The proposed OIM site is located beside the Customs Office in Betio, South Tarawa, Kiribati.

A site map has been provided below with approximate site boundary shown in red:



Figure 1: Site location



Figure 2: Completed early works condition on site (backfilling and compaction to formation level)



Figure 3: Existing warehouse



Figure 4: Existing site office

3.7 Contract Management

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

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

3.8 Confidentiality

The Tenderer must identify any aspect of the Offer that the Tenderer considers should be kept confidential including reasons. Tetra Tech International Development is not obliged to treat information as confidential and in the absence of any agreement to do so, the Tenderer acknowledges that Tetra Tech International Development has the right to publicly disclose the information.

Any condition in the Offer that seeks to prohibit or restrict Tetra Tech International Development’s right to disclose will not be accepted.

Information supplied by or on behalf of Tetra Tech International Development is confidential to Tetra Tech International Development and the Tenderer is obliged to maintain its confidentiality. The Tenderer may disclose confidential information to any person that has a need to know the information for the purposes of submitting the Offer.

4 Transition

Not required for this procurement.

5 Glossary

- a) “Alternative Offer” is an alternative or innovate offer which provides a value for money solution that meets Tetra Tech International Development’s Requirements

- b) "Closing Date and Time" means the date and time nominated in the Reference Schedule by which Offers are required to be lodged
- c) "Conforming Offer" means an Offer by the Supplier that includes all requested information, is received by the Closing Date and Time, is open for the minimum validity period and satisfies all Mandatory Criteria
- d) "Contact Person" means the person nominated in the Reference Schedule authorised by Tetra Tech International Development to communicate with Suppliers about the Procurement Process
- e) "The Contractor" means the person or business taking on the scope detailed here following a successful tender application and contract negotiation.
- f) "CPR" means Australian Commonwealth Government's Commonwealth Procurement Rules
- g) "DFAT" means Australian Commonwealth Government Department of Foreign Affairs and Trade
- h) "Evaluation" means the process for considering and evaluating Offers in accordance with applicable laws and clauses within this document
- i) "GoK" means Government of Kiribati
- j) "Intellectual Property" means any patent, copyright, trademark, trade name, design, trade secret, knowhow, or other form of intellectual property and the right to registration and renewal of the intellectual property
- k) "Invitation" means this document inviting persons to lodge an Offer
- l) "Last Queries Date" means the date nominated in the Reference Schedule as the last date for Suppliers to seek information or clarification of any matters relating to this Invitation
- m) "Mandatory Criteria" means the criteria considered by Tetra Tech International Development to be critical and identified in the Reference Schedule
- n) "Offer" means the documents constituting an offer lodged by a Supplier to meet Tetra Tech International Development's Requirement in accordance with this Invitation
- o) "Offer Material" means all documents, data, computer programs, computer discs and other materials and things provided by a Supplier in relation to an Offer arising out of this Invitation
- p) "OIM" means Open Integrated Market
- q) "Part" means a part of this Invitation
- r) "Procurement Process" means the process commenced by the issuing of this Invitation and concluding upon the award of a contract (or other outcome as determined by Tetra Tech International Development) or upon the earlier termination of the process
- s) "Reference Schedule" means the reference schedule in Part A of this Invitation
- t) "Safeguarding" refers to the measures and practices put in place to **protect** individuals and communities, especially groups experiencing vulnerability from abuse, harm, neglect, and exploitation. It involves creating safe environments, promoting well-being, and ensuring that people are treated with respect and dignity. Safeguarding aims to **prevent** harm and **respond** appropriately to concerns or incidents to ensure the safety and protection of individuals and the environment. This includes areas of Child Protection, Preventing Sexual Exploitation, Abuse and Harassment (PSEAH), Modern Slavery and other areas of environmental and social safeguarding.
- u) "South Australian Time" means the time applicable to South Australia, as defined at <http://www.australia.gov/about-australia/our-country/time>
- v) "Specification" means the information about Tetra Tech International Development's Requirement described in Part B
- w) "Supplier" or "The Tenderer" means any person or organisation responding to this Invitation by lodging an Offer.
- x) "Te KAI" means The Kiribati Australia Infrastructure Program
- y) "The Principal" means Tetra Tech International Development Pty Ltd

6 Appendices

6.1 Drawings

Will be issued as an early addendum

6.2 Technical Specification

Will be issued as an early addendum

6.3 Materials Schedules

Will be issued as an early addendum

6.4 UXO Certificate

6.5 Child Protection Policy

6.6 Prevention of Sexual Exploitation, Abuse and Harassment Policy

6.7 Safeguarding Code of Conduct (for all workers)

6.8 Vendor Code of Conduct (for the Contractor's business)

6.9 Contractor Health and Safety Commitment

6.10 Environment License