



TETRA TECH
International Development

Request for Quote

Supply of Goods and/or Services

Prefabrication Services

for Betio Open Integrated Market (OIM)

part of the Kiribati Australia Infrastructure Program (Te KAI)

Structure of Invitation

Invitation to Quote

Part A – Conditions of Quotation

Part B – Scope of Services

Part C – Draft Contract

Part D – Supplier's Response Form

Addendum 1: Pricing Schedule

Addendum 2: Drawings

Invitation to Quote

Project Name	Te KAI – Kiribati Police Service Barracks Site Clearance
Purchaser	Tetra Tech International Development Pty Ltd 33 Richmond Road, Keswick SA 5035
Invitation	<p>Tetra Tech International Development Pty Ltd (Purchaser) Invites you to submit a Quote (Your Quote) for:</p> <p>Prefabrication Services for Te KAI Open Integrated Market Project (OIM)</p> <p>Your Quote must be submitted using the Response Form by the Closing Date specified below and must remain valid and open for acceptance for the Quote Validity Period specified.</p> <p>Your Quote will be evaluated against the Evaluation Criteria below. Quotes deemed non-conforming by Tetra Tech International Development may be rejected.</p> <p>If Your Quote is accepted, Supply will be in accordance with the proposed Contract (Part C).</p>
Document Structure	<ul style="list-style-type: none"> • This Invitation to Quote • Part A – Conditions of Quotation • Part B – Scope of Services • Part C – Draft Contract • Part D – Supplier's Response Form • Addendum 1 – Schedule of Pricing • Addendum 2 – Drawings <p>Suppliers should carefully all parts carefully including references and accompanying attachments.</p>
Closing Date and Time	05 January 2026
Lodgement Method and Place	Electronic: tekai.procurement@tetrattech.com If approved by Tetra Tech, physical: Te KAI Office, Betio Lodge 2
Information to be provided by Suppliers as part of Quotation	The Suppliers Response Form Part D must be completed and returned in full. Additional written evidence of the Supplier's ability to provide the required Goods/Services and meet the specifications should be provided where directed.
Offer Validity Period	90 days.
Tetra Tech International Development International Contact Person	<p>Teweiaaba Tameri</p> <p>Procurement Specialist</p> <p>Tekai.procurement@tetrattech.com</p>
Evaluation Criteria	
Mandatory Criteria	Kiribati Business Registration (Provide evidence in Part D)

Weighted Criteria	<p>The weighted criteria include, but are not limited to, the following (in no particular order of priority):</p> <ol style="list-style-type: none"> 1. Relevant experience and past performance 2. Capability and capacity to fulfil the Purchaser's Requirements 3. Inclusive and ethical organisation 4. Price and value for money 5. Ability to provide within timeframe
--------------------------	---

Part A – Conditions of Quotation

1. Tetra Tech International Development may at any time seek further information from You regarding Your Quote, (but need not make the same request of all Suppliers). This may include but is not limited to:
 - requests for additional information,
 - presentations by, or interviews with You or Your key personnel,
 - other responses or additional information as required.
2. No legal relationship will exist between You and Tetra Tech International Development unless Your Quote is accepted and a legally binding contract is executed by both parties.
3. You participate in this procurement process at your own risk.
4. You are responsible for the cost of preparing and submitting Your Quote and all other costs arising from this procurement process.
5. You may only communicate with the Contact Person about this procurement process. Unauthorised communication by a prospective supplier with any other employee or agent of Tetra Tech International Development may lead to a Quotation being rejected.
6. Tetra Tech International Development is not obliged to accept the lowest priced quote or any quote.
7. You must identify any aspect of Your Quote that You consider 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, you acknowledge that Tetra Tech International Development has the right to publicly disclose the information.
8. You must declare any actual or potential conflict of interest.
9. You must comply with all laws in force in South Australia and Kiribati to this RFQ Process.
10. Tetra Tech International Development may in its absolute discretion:
 - take into account any relevant consideration when evaluating quotes,
 - invite any person or entity to lodge a quote,
 - allow a supplier to change its quote,
 - consider, decline to consider, or accept (at Tetra Tech International Development's sole discretion) a quote lodged other than in accordance with these conditions,
 - suspend in part or whole, amend, vary or abandon this procurement process at any time,
 - make enquiries of any person or entity to obtain information about You (including but not limited to the Referees).
11. You must read the Conditions of Contract attached as Part C which will apply to the Contract for this procurement.
12. Quotes are accepted on the basis that they are valid for ninety (90) days from the closing date for receipt of Quotes.
13. Tetra Tech International Development may change this RFQ by issuing Addenda in writing. Any Addenda becomes part of this RFQ. Addenda issued by Tetra Tech International Development are the only recognised explanations of, or amendments to, this RFQ.
14. By lodging a Quotation a prospective supplier agrees to be bound by the Conditions of Quotation.
15. This RFQ, and any information provided by Tetra Tech International Development to a prospective supplier as part of the RFQ process, remain the property of Tetra Tech International Development, and may only be used by a prospective supplier to prepare a Quotation in response to this RFQ. Only prospective suppliers to whom this RFQ is issued may submit a Quotation.
16. No representation made by or on behalf of Tetra Tech International Development during the RFQ process binds Tetra Tech International Development unless the representation is subsequently included as part of a formal instrument of agreement.
17. A prospective supplier who submits a Quotation must keep the information in its Quotation confidential. Nothing in this clause prevents a prospective supplier from disclosing information in its Quotation: that is available to the public generally otherwise than as a result of a breach of this clause 17 by the prospective supplier; if the disclosure of the Quotation is required by law; if the disclosure is necessary to obtain an approval or licence under a law; or if the disclosure is to the prospective supplier's professional advisers or lenders.

18. Tetra Tech International Development's selection process for services is conducted in accordance with Australian Government Procurement Rules. For the purpose of assessing Quotes, Tetra Tech International Development is required to pass Quotes to Australian Government Departments and Agencies as Tetra Tech International Development sees fit and to relevant Ministers and Parliamentary Secretaries. It is Tetra Tech International Development's policy not to divulge to one Supplier information that has been provided in confidence by another.
19. Suppliers should note that the Freedom of Information Act 1982 gives members of the Australian public rights of access to official documents of the Australian Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Australian Government and its Agencies, limited only by considerations for the protection of essential public interest and of the private and business affairs of persons in respect of whom information is collected and held by departments and public authorities.
20. All Quotations become the property of Tetra Tech International Development on submission. Tetra Tech International Development may reproduce all or any part of a Quotation for any purpose related to evaluation of the Quotation.
21. Tetra Tech International Development reserves the right at its absolute discretion:
 - a. by written notice to prospective suppliers (who have been issued this RFQ) to do any of the following things: to discontinue or suspend the RFQ process; to extend the closing date and time of the RFQ; and to amend this RFQ;
 - b. to negotiate with any prospective supplier submitting a Quotation;
 - c. to determine the number of organisations with whom it will contract;
 - d. is not bound to accept the lowest, or any, Quotation submitted.
22. Prospective suppliers may submit an alternative proposal if it is clearly identified as an 'Alternative Offer' wherever it fails to comply with this RFQ.
23. A prospective supplier who submits a quotation which meets the requirements in this RFQ in an alternative and practical manner, taking into account the totality of those requirements, must include any supplementary material, together with associated prices, which demonstrates, in detail, that the alternative offer will fully achieve all the requirements.
24. Tetra Tech International Development reserves the right either to consider Alternative Offers on their merits or not to consider them further.
25. All monetary amounts must be expressed in AUD \$ xxxxxxx (exclusive of VAT/GST). The Conditions of Contract allow for the payment of VAT/GST.
26. Tetra Tech International Development will neither be responsible, nor pay, for any cost, expense or loss, which may be incurred by any person in connection with the preparation or presentation of a Quotation.
27. Tetra Tech International Development is not liable for any error or omission in this RFQ.
28. A Quotation must be lodged by the closing time and date specified in Invitation to Quote or as extended, A Quotation must be lodged in a manner specified in the Invitation to Quote.
29. If The Invitation to Quote permits lodgement of Quotations by email the following provisions apply. Lodgement by email will be at the sole risk of the prospective supplier. Tetra Tech International Development does not warrant that a prospective supplier will be able to upload its Quotation to the email address for lodgement. A Quotation may be rejected if it contains a virus, worm or other defect, or if the Quotation does not comply with any format, size or other requirements stated in Part A of the Overview of Requirements.
30. Late Quotations will not be considered unless Tetra Tech International Development is of the view (and its decision will be absolute and final) that:
 - a. circumstances beyond the prospective supplier's control were the cause of the lateness; and
 - b. the consideration of the late Quotation will not compromise the integrity of the procurement process or provide any unfair advantage to the prospective supplier lodging the late Quotation.
31. Late Quotations that are not accepted will be marked with the time and date of receipt, and will not be eligible for consideration.
32. Unsuccessful suppliers are encouraged to contact the Contact Officer (named in Part A) to request a debriefing to discuss the reasons for their non-selection. If requested to do so, Tetra Tech International Development will provide a debriefing for unsuccessful suppliers after a contract has been formed for the supply of the Services, or Tetra Tech International Development has decided not to award a contract for the supply of the Services.

33. A contract for the supply of the Services may be formed in either of the following ways:
- a. Alternative 1: A contract for the supply of the Goods/Services will be formed when Tetra Tech International Development accepts the successful supplier's Quotation in writing by forwarding to the successful supplier a letter stating that the supplier's Quotation has been accepted.
 - b. Alternative 2: A contract for the supply of the Services will be formed when Tetra Tech International Development and the successful supplier enter into a formal instrument of agreement.
 - c. Tetra Tech International Development will determine which alternative is to apply after it has completed the evaluation of Quotations.

Part B – Scope of Services

This Scope of Work outlines the full prefabrication process for the Open Integrated Market (OIM) project, with a focus on the timely and efficient production, delivery, and handover of prefabricated goods, ensuring all project standards and schedules are met.

Objectives:

- Comply with safeguard policies and procedures.
- Manufacture and deliver high-quality prefabricated components for the construction in accordance with Addendum 1 (pricing schedule).
- Ensure all components meet design specifications, regulatory standards, and project timelines.
- Facilitate an efficient and organised handover process for all materials and prefabricated components, ensuring accountability and proper documentation.
- Use sustainable and environmentally responsible processes for the fabrication process.

Safeguard Policies and Procedures:

- With the support of Tetra Tech, develop or augment policies or plans (price for one manager to spend 2 days in Te KAI office for this):
 - Health and Safety
 - Environment Management
 - Social Safeguarding
 - Equality and Inclusion
- Arrange for the workforce to attend Safety and Safeguards Training arranged by Tetra Tech and sign the Safeguarding Code of Conduct (price 1 day for this).
- Comply with the policies and procedures outlined in the above training session and as required under the contract.
- Enforce safe behaviours and the use of appropriate personal protective equipment.
- Undertake and record the results of fortnightly inspections to monitor health and safety, environment and social safeguarding risks.
- Provide an equal opportunity work environment: no unnecessary barriers to participation by women, people with disabilities, young adults or other minority groups. Equal work gets equal pay.
- Create and take opportunities to provide meaningful employment for women or people with disabilities.

Provision and management of materials:

- Tetra Tech will:
 - Supply all permanent materials;
 - Make materials available for collection, by boat or truck, at a decided location.
 - Provide detailed documentation for all delivered materials, including:
 - Delivery notes listing each component.
 - Verification of quantity and quality of materials upon delivery.
 - Documentation of any damages or missing components for immediate resolution.
 - Supervise and sign-off handover of all material to the supplier.
- The Supplier (you) will:
 - Supply all temporary materials, consumables and equipment required to manufacture the building modules.
 - Transport all materials to the factory from Betio, including loading and unloading.
 - Perform material testing to verify compliance with local building codes and project-specific quality standards.
 - Provide secure weatherproof storage until fully assembled.

Fabrication:

- Manufacture prefabricated components in accordance with the attached schedule and drawings (Annex 2), ensuring precision and adherence to the specified quality standards. Components include:

- a) **Structural timber doors and door frames** of various specifications D1 to D3.
- b) **Structural timber windows and frames** of various specifications W1 to W9.
- c) **Structural timber roof support trees** of various specifications T1 to T4.
- d) **Structural timber roof support brackets.**
- e) **Structural timber bracing beams** of various specifications BB1 to BB5.
- f) **Structural timber roof beams** in two lengths RB1 and RB2.
- g) **Structural timber column bracing ties.**
- h) **Structural timber and stainless steel end wall bracing panels.**
- i) **Fixed louvre mullions.**
- j) **Stub column drill hole template** for accurate positioning of column formwork.
- k) **Stub column blade locating jig** for accurate positioning of steel connector plates in columns.
- l) **Wheelchair paint stencils** (two sizes)

Most prefabricated building elements come in **various sizes, specifications and quantities** as detailed in the Pricing Schedule (Addendum 1) and Drawings (Addendum 2).

- Coordinate with Tetra Tech on an agreed sequence for the building elements to be fabricated, then produce and deliver the prefabricated components in sequence, adjusting as directed.
- Ensure all prefabricated components adhere to local building codes, industry standards, and any specific requirements outlined in the drawings (Annex 2) or other attached documents.
- Implement a quality control system that includes regular inspections during production to ensure compliance with the project's specifications.
- Create a 'prototype' of each type of building element for inspection and endorsement by Tetra Tech and the Architect/Engineer before fabricating the remainder.
- Facilitate Tetra Tech and third-party inspections at the factory during various stages of production to verify quality and compliance.
- Neatly sand and paint building elements as specified, allowing sufficient drying time between coats.
- Provide weatherproof storage for the finished building elements whilst awaiting delivery.
- Minimize waste, recycle where possible and send any remaining waste to a landfill approved by the Ministry of Environment, Lands and Agricultural Development (MELAD).

Logistics, Transport and Handover of Prefabricated Components:

- Create a logistics plan for the safe transportation of prefabricated components from the factory to the construction site, ensuring timely and undamaged delivery.
- Work closely with Te KAI Construction Manager and the Main Works Contractor to schedule deliveries that align with the construction timeline.
- Label all completed building modules by their intended use to help the OIM Main Contractor manage them on delivery.
- Ensure all components are securely packaged and protected to prevent damage during transit.
- Deliver all components to the OIM construction site beside the Customs Office in Betio, Tarawa, according to the agreed schedule.
- Assist the Contractor on site to neatly store the building elements.
- Provide detailed documentation for all delivered prefabricated components, including:
 - Verification of quantity and quality of materials upon delivery.
 - Delivery notes listing each prefabricated item and its corresponding location (within OIM).
 - Documentation of any damages or missing components for immediate resolution.
- Conduct a formal handover process upon delivery, which includes:
 - Inspection of delivered materials by the Te KAI construction manager and the site team.
 - Signing of delivery and acceptance forms by both the prefabrication contractor and the site management.
 - Recording any necessary adjustments or replacements in the delivery log.
- After the formal handover, responsibility for the materials will be transferred to the Main Works Contractor.

Reporting and documentation:

- Report any complaints or incidents to Tetra Tech immediately: health and safety, environmental or social safeguarding.
- Provide fortnightly progress reports to the Te KAI construction manager during the prefabrication process, including:
 - Progress
 - Number of women employed
 - Number of people with disabilities employed
 - Details of any complaints or incidents and how they have been managed
- Maintain thorough documentation of quality control checks, testing reports, and certification of materials used.
- Provide a completion report, describing:
 - **Improvements in the Supplier'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 minorities:** 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.

Warranty and defects liability period:

- Warrant the quality and workmanship of the modules for 12 months from the date of delivery.
- Repair or replace modules where the quality and workmanship is shown to be defective.
- Cover all labour and material costs incurred in rectification work.

Timeline:

- Provide and maintain a project timeline (using durations instead of dates until the materials have been received). The timeline must span from the date materials clear customs at Betio port and are made available by Tetra Tech to final delivery to site.
- Forecast any upcoming capacity limitations which may mean the timeline is not feasible (e.g. other commitments, staff travel).
- Begin work immediately once materials have cleared port customs. This is expected to take place between February and April 2026.
- Immediately inform the client if there are delays to the projected timeline.

Payment Terms:

- Payment will be made based on milestones tied to the delivery of prefabricated components and the completion of associated quality checks and inspections.

Penalties for delay:

- Payments will not be made until milestones have been reached via Te KAI inspection.
- The draft contract gives Tetra Tech the right to impose penalties in the event of delays at the fault of the Supplier, at 0.1 - 0.3% of the contract sum per day of delay, capped to 10% of the full contract price.
- The draft contract imposes a 10% retention on all milestone payments, with 50% released upon completion and the remainder after the defects liability period ends satisfactorily.

Part C – Draft Conditions of Contract

Draft Tetra Tech International Development Goods and Services Contract attached

Part D – Supplier’s Response Form

To be completed in full and submitted by the Supplier according to the Lodgement Method before the Closing Date and Time stated in the Invitation to Quote above.

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFQ for Supply of Prefabricated Goods for OIM) in accordance with the Conditions of Quotation, the attached draft Conditions of Contract and the following Addenda issued by Tetra Tech International Development.

Addendum No.	Date and Description
1	Pricing schedule
2	Drawings

Trading Name	
Registered Name	
Business Registration Number	
Address of registered office	
Type of entity (e.g. company, trust, partnership, sole trader, other)	
Key Personnel (e.g. director, chief executive officer, principal of business etc.)	
Is the business owner: a) 18 – 30 years old, or b) Female, or c) Disabled	
Telephone	
Website	
Contact Person	
Position	
Address	
Postal address (if different to above)	
Email	
Telephone	

Procurement Details
Response Against Evaluation Criteria
Mandatory Criteria-

Provide a copy of your business registration certificate.	
Weighted Criteria	
1. Relevant experience and past performance	
Provide details of your relevant experience and past performance related to meeting Tetra Tech International Development's Requirement.	
2. Capability and capacity to fulfil the Purchaser's Requirements	
Provide details of your capability and capacity to fulfil Tetra Tech International Development's Requirements including technical, management systems, quality assurance, key personnel.	
3. Inclusive and ethical organization	
Provide evidence that your company sets the highest ethical standards and strives to create opportunities for all individuals regardless of status, sex, disability or other factors.	
4. Price and value for money	
Provide price to fulfill Tetra Tech International Development's Requirements. The Supplier must also submit a fully populated Pricing Schedule (Addendum 1) showing pricing details. All prices must exclude VAT but include all overheads and profit margin.	
5. Timeline	
Provide a projected timeline for the completion of works. Start the timeline at the point that goods are made available to the Supplier, and show progress in weeks after that date (rather than specific dates)	
Insurance	

Provide details of each insurance policy relevant to Tetra Tech International Development's Requirement. Refer to the draft contract (Part C) for requirements.

Compliance with Proposed Contract

Does Your Quote comply with all terms of the proposed Contract? ☐ Yes ☐ No

If Your Quote does not comply with some or all of the terms of the contract You must provide reasons for the partial compliance or non-compliance for each clause below.

Contract Clause No.	Explanation/comment

References

Please provide up to three references that may be contacted in relation to Your Quote.

Name	Contact Details

I/We declare that:

- the Conditions of Quotation are agreed;
- the Conditions of Contract are agreed; and
- the information and particulars provided as part of this offer are accurate and correct.

Supplier

Signature

*Print name and office held:

Witness

Signature

*Print name and office held:

*Use BLOCK LETTERS.