

Request for Quote

Supply of Goods and/or Services

AM-14061 – Supply and Construction of PIF Sub-regional Office Fence

Structure of Invitation

Invitation Overview

Part A – Conditions of Quotation

Part B – Scope of Services

Part C – Draft Contract

Part D – Supplier's Response Form

Annexure B.1 – PIF Fence Detailed Design

Annexure B.2 – PUB Services Plan

Annexure C.1 – Draft Contract

Annexure D.1 – Pricing Tables and Equipment Schedule

Annexure D.2 – Proposed Timeline

Invitation to Quote

Project Name	Open Integrated Market (OIM)
Purchaser	Tetra Tech International Development Pty Ltd 33 Richmond Road, Keswick SA 5035
Invitation	Tetra Tech International Development Pty Ltd (Purchaser) invites you to submit a Quote (Your Quote) for: AM-14061 – Supply and Construction of PIF Sub-regional Office Fence To assist you in the preparation of Your Quote, please find attached a Request for Quote including a Response Form and proposed Contract. Your Quote must be submitted using the Response Form by the Closing Date specified in this Reference Schedule and must remain valid and open for acceptance for the Quote Validity Period specified. Your Quote will be evaluated against the Evaluation Criteria outlined in the Request for Quote. If Your Quote is accepted, Supply will be in accordance with the proposed Contract. (Part C).
Document Structure	This Request for Quote consists of five parts that are attached to and form part of this RFQ: This Invitation to Quote Part A – Conditions of Quotation Part B – Scope of Services Part C – Draft Contract Part D – Supplier's Response Form, including: Annexure B.1 – PIF Residence Fence Detailed Design Annexure B.2 – PUB Services Plan Annexure D.1 – Pricing Tables and Equipment Schedule Annexure D.2 – Proposed Timeline Suppliers should carefully read Parts A-D – including any additional accompanying attachments. Quotes deemed non-conforming by Tetra Tech International Development may be rejected.
Site Visit	A site visit has been scheduled to assist interested bidders in understanding the scope of works and existing site conditions. • Date: 11 September 2026 • Time: 10:00 AM • Location: PIF Office, Opposite Chinese Embassy, Bairiki All interested bidders are required to confirm their attendance in advance by expressing their interest via email to the Contact Person listed below.
Closing Date and Time	17:00 UTC+12, Friday 25 September 2026
Lodgement Method and Place	By email to tekai.procurement@tetratech.com

Information to be provided by Suppliers as part of Quotation	Quotation Form Part D and any required attachments must be completed and returned in full. Written response of the Supplier's ability to provide the required Goods/ Services and meet the specifications.
Offer Validity Period	90 days
Tetra Tech International Development International Contact Person	Teweiaaba Tameri Procurement Specialist teweiaaba.tameri@tetrattech.com
Evaluation Criteria	
Mandatory Criteria	- Contractors must have access to (owned or hired) appropriate labour and equipment to carry out the work safely. - Contractors must be a registered and licensed business in Kiribati.
Weighted Criteria	The weighted criteria include, but are not limited to, the following (in no particular order of priority): - Relevant experience and past performance - Capability and capacity - Price & Value for Money - Timeline

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 Country applicable 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 Australian Dollars (AUD \$) (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 on the envelope 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.

Part B – Scope of Services

Objectives:

- To supply materials for and construct a secure, durable and visually appropriate perimeter fence for the Pacific Islands Forum Residence.



Figure 1: Site location, opposite the Chinese Embassy.



Figure 2: Image of existing fencing/front gate of PIF Residence.

Project Scope

- **Primary Boundary Construction (South boundary – public facing).**
 - Removal and disposal of existing South boundary fence and gate.
 - Removal and disposal of tree stump(s).
 - Construction of a rendered and painted 200-series blockwork fence along the south property boundary according to the drawings.
 - Installation of a double-width sliding gate to allow for vehicular access. (Sliding gate to be provided by Tetra Tech).

- **Secondary Boundaries (East, West, North – sides and rear fence).**
 - Minor remediation works are required to the existing perimeter fence East and West boundaries (adjacent to neighbouring properties). Fencing which is structurally sound is to be retained.
 - Replacement of the chainlink fence along the North lagoonside boundary.
- **Supply of materials for construction of fencing.**
 - Provide all materials required for the construction of the blockwork boundary wall and for the remediation of retained fencing. (Stainless-steel strapping for blockwork reinforcement to be supplied by Tetra Tech).
- **Optional Pricing Provision**
 - Provision for privacy screening if requested by the user.

Safeguard policies and procedures:

- Attendance to safeguards training (allow 1 day) to ensure that DFAT and Tetra Tech's policies and procedures are understood and followed during integration.
- Comply with the policies and procedures outlined in the above training session and as required under the contract. Ensure appropriate policies are in place and communicated to the workforce.
- Prepare a site induction checklist and induct all new workers and visitors.

Site Assessment and Preparation:

- Review drawings and specifications provided by Tetra Tech.
- Conduct a site survey with Tetra Tech to identify and confirm the need for remedial works in the existing side and rear fencing (North, East and West), any potential hazards, and structures and trees to be retained.
- Set up site signs and site access control
- Implement safety measures in compliance with local regulations and industry standards.

Site Management:

- Provide Health and Safety rep to manage traffic and interface with the public.
- Provide PPE for all personnel.
- Coordinate with any use of the building and/or other work on site as required.

Landscape clearance and protection:

- Confirm trees to be retained with Tetra Tech.
- Establish simple barriers to protect the trees to be retained.
- Remove noted tree(s) and stumps as directed by Tetra Tech and dispose of it at an approved landfill site.

Environmental Considerations:

- Implement dust and noise control measures.
- Manage and dispose of waste materials in accordance with environmental regulations.
- Ensure proper recycling of materials where applicable.

Reporting and Documentation:

- Hold weekly site meetings with Tetra Tech to report progress.
- Maintain detailed records of workers on site, activities each day, waste disposal, and any incidents.
- Comply with project completion reporting by Tetra Tech.

Timeline:

- Start date will be 19th October 2026 or as agreed during contract negotiation.
- Provide project timeline as part of the quote submission.

- Immediately inform Tetra Tech of any delays or risks of delays to the projected timeline.

Safety and Compliance:

- Submit a simple Health and Safety Plan for the project.
- Ensure all workers are trained and certified as per local regulations.
- Enforce the use of PPE on site.
- Conduct regular safety inspections.

Insurance:

- Insurance purchased and paid for **by Tetra Tech** for this project:
 - Public liability insurance to \$1,000,000.
 - Works insurance to the value of the contract plus 20%.
- Insurance to be purchased and paid for **by You, the Contractor**:
 - Employee insurance (workers compensation insurance)
 - Motor vehicle insurance (minimum 3rd party insurance) if a vehicle is used on site.

Materials and equipment provided by Tetra Tech:

- Roller gate
- Stainless steel strap for blockwork wall
- Portable toilet
- Temporary construction site fencing
- Grievance box

Part C – Draft Conditions of Contract

Refer to Annexure C.1 – Draft Contract

Part D – Supplier’s Response Form

To be completed in full and returned by the supplier by the closing time and date.

Supplier Details

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

Addendum No.	Date and Description

Trading Name	<insert name>
Registered Name	<insert name>
Company Registration Number (TIN)	<insert number>
Business VAT registration	Yes / No
Address	<insert address>
Type of entity (e.g. company, trust, partnership, sole trader, other)	<insert entity>
Contact Person	<insert name>
Position	<insert position>
Email	<insert email address>
Telephone	<insert phone number>

Procurement Details	
Response Against Evaluation Criteria	
Mandatory Criteria	
Outline Your ability to access (owned or hired) appropriate skilled labour and equipment to carry out the work safely. Use supporting schedules in Annexure D.1 to detail the equipment you have access to.	
Supply evidence of a current operating license suitable for the work.	

Weighted Criteria	
1. Relevant experience and past performance (20%)	
Provide details of Your relevant experience and past performance on similar projects.	
2. Capability and capacity to fulfil the Purchaser's Requirements (25%)	
Provide details of Your capability and capacity to fulfil the requirements including technical, management, quality assurance, key personnel.	
3. Price & Value for Money (25%)	
Provide price and costing details related to fulfilling all requirements.	
Do You have financial capability to buy \$10,000 of materials in advance of payment, or will You require a partial payment to begin?	
4. Timeline (30%)	
State Your ability to start work on the date indicated.	
State the length of time You require from the start date to complete the work using the table in Annexure D.2 – Proposed Timeline.	

Schedule of Rates

Complete and return all tables in Annexure D.1:

- **Labour and equipment costing**
- **Materials costing**
- **Equipment schedule:** To provide assurance that the contractor has access to appropriate equipment to complete the work in a timely and cost-effective manner.

Insurance	
Provide details of each insurance policy relevant to Tetra Tech International Development's Requirement.	• Employee insurance (workers compensation insurance): • Motor vehicle insurance (minimum 3rd party insurance) if a vehicle is used on site:

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:

- a. the Conditions of Quotation are agreed;
- b. the Conditions of Contract are agreed; and
- c. 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.