

# Request for Tender

## SST Facility Upgrade Project Tonga National University

<b>Issue Date</b>	7 April 2026
<b>Questions Due</b>	27 April 2026, 5.00pm (Fiji local time)
<b>Closing Date</b>	1 May 2026, 5.00pm (Fiji local time)

### This Request for Tender contains the following sections:

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**DT Global Asia Pacific Pty Ltd**

Level 14, Tenancy 2, 501 Swanston Street, Melbourne, VIC, 3000 Australia  
P: +61 3 9100 4100  
[www.dt-global.com](http://www.dt-global.com)

## 1. Tender Particulars

<b>Project Name</b>	Pacific Australia Skills
<b>Tender Name</b>	<i>SST Facility Upgrade Project, Tonga National University</i>
<b>Closing date and time</b>	1 May 2026, 5.00pm (Fiji Local time,)
<b>Registration</b>	Potential bidders should register their interest by email to <a href="mailto:tenders@pacificaustraliaskills.org">tenders@pacificaustraliaskills.org</a> . Any updates to the tender documents or answers to questions will be sent to all registered bidders.
<b>Questions</b>	You may submit questions by email to <a href="mailto:tenders@pacificaustraliaskills.org">tenders@pacificaustraliaskills.org</a> . Answers to questions will be sent to all registered bidders.
<b>Submission Method</b>	By email to <a href="mailto:tenders@pacificaustraliaskills.org">tenders@pacificaustraliaskills.org</a>
<b>Contracting Entity</b>	DT Global is the company that manages Pacific Australia Skills. DT Global's Company registration number is 006 170 869.
<b>Tender Validity</b>	Tenders will be valid for at least 90 days after the closing time.

The anticipated timeline for the tender process is as follows. We may alter any of these dates at our discretion.

<b>Tender Release</b>	7 April 2026
<b>Last Date for Questions to be Submitted</b>	27 April 2026, 5.00pm (Fiji local time)
<b>Close of Tender</b>	1 May April 2026, 5.00pm (Fiji local time)
<b>Commencement Date</b>	25 May 2026 (tentative)
<b>End Date</b>	To be confirmed

At any time, DT Global reserves the right to:

- (a) terminate this Request for Tender or cease to proceed with this procurement process;
- (b) change the structure and timing of the procurement process;
- (c) vary or extend any time or date in this Request for Tender;
- (d) require additional information or clarification from any tenderer or provide additional information or clarification;
- (e) negotiate with one or more tenderers;
- (f) call for new tenders;
- (g) reject any tender received after the closing time;
- (h) reject any tender that does not comply with the requirements set out in this Request for Tender; and
- (i) terminate negotiations with any applicants at any time for any reason.

### 1.2. Conflict of Interest

Tenderers must provide details of any circumstances or relationships that constitute, or may constitute, a conflict or potential conflict of interest regarding this application, or any obligations under any formal agreement with DT Global, or the Department of Foreign Affairs and Trade.

### 1.3. Eligibility of the Tenderer

The Tenderer, including parties constituting the Tenderer, may have the nationality of any country, except for those prohibited by legislation in Tonga, or by any international Agreement of which Tonga is a signatory, or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

The Tenderer must meet the following eligibility criteria:

- (a) must be able to work in the country of the Tenderer;
- (b) be free from insolvency, bankruptcy or similar status;
- (c) have the legal capacity to enter into contract;
- (d) be current with payments of taxes and social charges;
- (e) not be ineligible pursuant to the provisions of this RFT;
- (f) not have been convicted within the last year of, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in government procurement;

DT Global will exclude from consideration any tender if the Tenderer or one of its Related Entities is listed on a relevant sanctions list – more information here: <https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list>.

#### 1.4. Composition or Constitution of the Tenderer

If the Tenderer is a joint venture, consortium or association (this does not include a sub-contractor) all of the parties will be jointly and severally liable to the Principal for the fulfilment of the Contract, but will appoint one party to act as the Member-in-Charge with authority to bind the joint venture, consortium or association. The composition or the constitution of the joint venture, consortium or association will not be altered without the prior consent of DT Global.

#### 1.5. Corrupt or Fraudulent Practices

DT Global and DFAT require that Tenderers observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy:

- (a) Definitions:
  - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “collusive” practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (v) “obstructive practice is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- (b) DT Global will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) DT Global will declare a Tenderer ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

#### 1.6. Insurance

The Contractor must maintain and keep current all insurances that a prudent Contractor would maintain for this Agreement, including but not limited to:

- (a) Public liability and professional indemnity.
- (b) Worker’s compensation with the minimum cover as required by law.
- (c) Property insurance covering any contractor’s equipment, materials, supplies used on the Project for its full replacement value.
- (d) Motor vehicle insurance covering all mechanically propelled vehicles that are registered, or capable of being registered for road use and are at any time used by the Contractor and its personnel in connection with this Agreement.

## 2. Tender Selection Process

Pacific Australia Skills will evaluate tenders on the basis of the tenderer's technical capability and price. Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability Act (2013) and the Commonwealth Procurement Rules.

Pacific Australia Skills will undertake an overall evaluation of Value for Money taking into consideration:

- (a) A technical evaluation
- (b) A commercial evaluation.
- (c) Any other matters that DFAT, DT Global and Pacific Australia Skills considers relevant, including but not limited to cost/benefit analyses, whole of life costing, program resourcing and other factors relevant to the suitability, capacity and qualifications of a Potential Supplier to deliver the Services.

Pacific Australia Skills will convene and Selection Panel to undertake the value for money evaluation.

Evaluation Criteria	Weighting
<b>Technical Proposal</b>	<b>80%</b>
<b>Tender Application Form</b>	–
<b>Parts 1 and 2: Company Details and Technical Information</b> Provide company details, supporting documents and responses to selection criteria on the company's technical and corporate capability.	40%
<b>Part 3: Previous Work Experience</b> The Tenderers should provide up to three (3) examples of current or previous work activities which highlight their ability to perform the required services. Each example is limited to one (1) A4 page and should be in the format provided.	20%
<b>Part 4: Resources</b> Tenderers are required to identify resources (team composition) and outline experiences and qualifications of each team member using the template provided	20%
<b>Commercial/Financial Proposal</b>	<b>20%</b>
<b>Part 5: Application Form</b> Tenderers are required to provide a quotation for undertaking the evaluation. The quotation should be comprised of: <ul style="list-style-type: none"> <li>• Fixed lump sum professional fees</li> <li>• Reimbursable travel costs (nominating a percentage for overhead recovery and profit)</li> <li>• Any applicable fees for authority applications or approvals</li> </ul>	20%

Corporate Capability and Technical Capability will be scored by the selection panel based on the information contained in the Application Form and any requested supporting documentation provided in the tender. The panel may seek further information to support their assessment by requesting additional documents, conducting interviews with tenderers or contacting referees.

If requested in the table above, a technical proposal is limited to **ten (10) A4 pages** plus a cover page with the Tenderers nominated contact person and their contact details. In all cases Tenderers should complete the **Tender Application Form (Annex 2)**.

Tenderers should use the commercial proposal template provided in the application form. Tenderers' commercial proposal will be assessed as part of the Value for Money evaluation.

## Annex 1 Scope of Services

### SST Facility Upgrade Project – Tonga National University

#### Background

The Tonga National University (TNU) School of Science and Technology (SST) is a premier technical and vocational education provider in Tonga. It is registered with Tonga National Qualifications and Accreditation Board (TNQAB) under the Ministry of Education and Training (MET) and offers courses in carpentry, welding, electrical, plumbing, and automotive.

TNU–SST is a nationally registered TVET provider under the Tonga National Qualifications and Accreditation Board (TNQAB), delivering trade programs across carpentry, electrical, plumbing, welding, and automotive disciplines. In response to identified national skills needs, TNU–SST has proposed two additional construction trade qualifications being Bricklaying and Blocklaying, and Wall and Floor Tiling.

This project seeks to address critical infrastructure, safety, and equipment gaps to the current SST facility to enable the roll out of trade training in Bricklaying and Blocklaying, and Wall and Floor Tiling.

Pacific Australia Skills (PAS) seeks to engage a suitably qualified Lead Design Consultant (LDC) to produce compliant, industry-aligned architectural and engineering design documentation, navigate the necessary planning and approval processes in Tonga, provide technical assistance to a later procurement process for a Principal Contractor, and carry out periodic inspections of the construction work to ensure that it complies with the design documentation and project requirements.

#### Scope of Services

##### A) Basis of Design

PAS wishes to engage a suitably qualified LDC to:

1. Assess the suitability of the existing facility for conversion and expansion.
2. Develop compliant architectural and engineering designs for two workshops and storage facilities.
3. Ensure alignment with national building codes, safety standards, and institutional requirements.
4. Prepare cost estimates and technical documentation to support procurement and construction.
5. Provide technical advisory services and oversight during construction.

The LDC will be engaged for approximately 12 weeks, with possible extension. The design documentation shall be provided under a staged gate approval process as described below.

##### Stage 1 – Initiation

- Verification of site boundaries and land title.
- Commissioning of geotechnical investigation and topographical survey.
- Attendance at project initiation workshop (1) in person, in Tonga.
- Submission of Project Delivery Plan outlining methodology and timelines.

##### Stage 2 – Project Master Plan

- Development of zonal masterplan.
- Schedule of demolition (if applicable) and new accommodation.
- Block form site planning options including built form arrangements, landscaping, parking, and accessibility.
- Draft Master Plan inclusive of cost estimate, subject to Independent Technical Review (ITR).
- Presentation of endorsed Master Plan to stakeholders for approval.

##### Stage 3 – Concept Design

- Preparation of developed concept design plans for all disciplines.

- 3D renders of workshop skill bays, storerooms, and classrooms.
- Schematic design estimate and value engineering exercise.
- Submission of application satisfying all requirements for Planning Approval.

#### Stage 4 – Construction Tender & Contract Documentation

- Detailed design documentation including specifications, schedules, and FFE (Furniture, Fittings & Equipment).
- Pre-tender cost estimate with degree of accuracy at or below  $\pm 15\%$ .
- Submission of application for Building Approval.
- Coordination of tender queries and clarifications.
- Issuance of 'Issue for Construction' documents.

#### Stage 5 – Construction Administration

- Review of Contractor's shop drawings.
- WHS compliance inspections and reports.
- Quality compliance inspections and reports.
- Review and approval of contractor's commissioning plan.
- Witnessing of commissioning and performance testing.
- Review of as-built drawings and O&M manuals.

## B) Deliverables & Scope of Services

### SST New Workshop Extension

**Objective:** LDC to design new purpose-built workshop extension to accommodate bricklaying, blocklaying, and tiling programs.

**Functional Design Requirements:** 10m x 30m extension, 6 skill bays, lighting, ventilation, power supply, verandas.

#### Deliverables:

- Geotechnical Investigation – Yes
- Topographical Survey – Yes
- Hazardous Materials Survey – No
- Concept Design (Stages 1 to 3) – Yes
- Detailed Design (Stage 4) – Yes
- Construction Administration (Stage 5) – Yes

### SST Storage Facilities

**Objective:** LDC to design secure, lockable storeroom with controlled access for tools, equipment, and PPE.

**Functional Design Requirements:** Lockable storeroom, inventory system, workflow layout.

#### Deliverables:

- Geotechnical Investigation – Yes
- Topographical Survey – Yes
- Hazardous Materials Survey – No
- Concept Design (Stages 1 to 3) – Yes
- Detailed Design (Stage 4) – Yes
- Construction Administration (Stage 5) – Yes

## Safety and Compliance Systems

**Objective:** LDC to assess requirements and provide design for safety equipment, evacuation signage, hazard reporting systems, and WHS-compliant layouts.

**Functional Design Requirements:** Fire extinguishers, alarms, signage, muster points, hazard reporting systems.

### Deliverables:

- Geotechnical Investigation – No
- Topographical Survey – No
- Hazardous Materials Survey – No
- Concept Design (Stages 1 to 3) – Yes
- Detailed Design (Stage 4) – Yes
- Construction Administration (Stage 5) – Yes

## Learning Environment Upgrades

**Objective:** LDC to assess requirements and provide design for multimedia teaching tools and GEDSI-inclusive modifications to classrooms and workshops.

**Functional Design Requirements:** Projector, smart screen, ICT access, ramps, signage, seating.

### Deliverables:

- Geotechnical Investigation – No
- Topographical Survey – No
- Hazardous Materials Survey – No
- Concept Design (Stages 1 to 3) – Yes
- Detailed Design (Stage 4) – Yes
- Construction Administration (Stage 5) – Yes

## Deliverables and Timelines

The LDC must provide a timeline / programme to illustrate the activity sequence and applicable completion dates for deliverables.

## Minimum Requirements / Qualifications

The LDC must demonstrate:

- Proven experience in architectural and engineering design for educational or vocational facilities.
- Knowledge of Tonga National Building Code and TNQAB accreditation standards.
- Expertise in WHS compliance and integration of GEDSI principles.
- Capacity to manage geotechnical investigations, surveys, and construction compliance.
- At least 5 years' experience in similar projects within the Pacific region or comparable contexts.
- Ability to deliver cost estimates with degree of accuracy at or below  $\pm 15\%$ .
- Strong stakeholder engagement and reporting skills.

## Reporting Requirements

The LDC will report to:

- Country Lead (Pacific Australia Skills)
- Dean of Faculty – SST / Head of School – SST
- Facilities and Infrastructure Manager – TNU

Regular progress updates shall be provided as outlined below.

## Reporting Schedule

Report Type	Indicative Due Date	Notes
Project Delivery Plan	At contract signing	Confirms methodology, milestones, and risk framework
Site Assessment & Feasibility Report	Within 2 weeks	Includes geotechnical and topographical survey findings
Concept Design Drawings	Within 3–4 weeks	Developed concept plans and 3D renders
Detailed Design & Engineering Drawings	Within 6–8 weeks	Includes specifications, schedules, and compliance documentation
Compliance & Safety Plan	Within 8–10 weeks	WHS and GEDSI safeguards integrated
Bill of Quantities & Cost Estimates	Within 10–12 weeks	Pre-tender documentation
Monthly Progress Reports	Ongoing	Covers activities, risks, and mitigation
Final Completion Report	End of project	Includes accreditation readiness evidence and completion certificate

## Annex 2 Tender Application Form

### Part 1: Company Details

<b>Company Name</b>	
<b>Tax Identification Number</b>	

Please attach the following documents:

Document	Attached? (Tick if <u>YES</u> )	If <u>NOT</u> Attached, Explain Why Not
Company Registration Certificate.	<input type="checkbox"/>	
Current certificates of insurance for Workers' Compensation (in accordance with statutory requirements).	<input type="checkbox"/>	
Current certificates of insurance for Public Liability. This insurance should be for a minimum of (AUD) \$10m or equivalent.	<input type="checkbox"/>	
Current certificates of insurance for Professional Indemnity. This insurance should be for a minimum of (AUD) \$10m or equivalent.	<input type="checkbox"/>	

### Part 2: Response to Key Selection Criteria

Key Selection Criteria	Response
<p>Provide a methodology to articulate your proposed approach to deliver the scope of services.</p> <p>The methodology should consider the principles of GEDSI, Climate Change and Disaster Resilience, sustainability and efficiency in the delivery of the services.</p>	
<p>Provide a program and work schedule to perform the scope of services (Gantt chart or similar), illustrating a logical activity sequence with stakeholder / user engagement. The program and work schedule should also identify the efficient distribution of tasks among team members and clear allocation of individual outputs/deliverables with their completion dates.</p>	

### Part 3: Project Experience

Tenders may include up to 3 examples of prior experience (please use this format)

<b>Project</b>	
<b>Client</b>	

<b>Client Contact Person</b>		<b>Client email/phone:</b>	
<b>When did the Services Start?</b>		<b>When did the Services End?</b>	
<b>Approximate Total Value of the Services</b>	<input type="checkbox"/> Less than \$100,000 <input type="checkbox"/> \$100,000 – \$500,000 <input type="checkbox"/> \$100,000 – \$1,000,000 <input type="checkbox"/> More than \$1,000,000		
<b>Write a Description of the Services Here</b>			

### Part 4: Team Composition and Curricula Vitae (CVs)

Name of Staff	Area of Expertise	Position Assigned	Task/s Assigned

#### CVs for Proposed Professional Staff (Key Staff Only)

<p><b>1. Name of Staff</b> <i>Insert full name corresponding to table above.</i></p>													
<p><b>2. Education and relevant training</b> <i>Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment.</i></p>													
<p><b>3. Countries of Work Experience and languages</b> <i>List countries where staff has worked in the last ten years.</i></p>													
<p><b>4. Employment Record</b> <i>Starting with present position, list in reverse order relevant employment held by staff member, giving for each employment (see format on the right): dates of employment, name of employing organisation, positions held.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>From (Year)</b></td> <td style="width: 30%;"></td> <td style="width: 30%;"><b>To (Year)</b></td> <td style="width: 10%;"></td> </tr> <tr> <td><b>Employer</b></td> <td colspan="3"></td> </tr> <tr> <td><b>Positions Held</b></td> <td colspan="3"></td> </tr> </table>	<b>From (Year)</b>		<b>To (Year)</b>		<b>Employer</b>				<b>Positions Held</b>			
<b>From (Year)</b>		<b>To (Year)</b>											
<b>Employer</b>													
<b>Positions Held</b>													

### Part 5: Financial Proposal

- Tenderers must submit a Financial Proposal in the format provided below.
- The rates shall be inclusive of all costs including general administration costs, travel, accommodation, materials, transport, overheads and profit.
- The Financial Proposal must be expressed in Australian Dollars (AUD). Any escalators, foreign exchange rate variations, or other price risks, must be built into the fixed price proposal.

4. The Financial Proposal will be prepared free of taxes. The Tenderer is required to determine their own company tax liabilities for this assignment, based on their own company status with regard to undertaking design consultancy services in Tonga. If taxes are payable the Tenderer will be required to provide evidence for the requirement to pay those taxes.
5. DT Global will withhold and remit any Withholding Tax that it is legally obliged to under Tongan law.

**Table A1 Financial Proposal – Summary**

No	Description	Total (AUD) excl tax
1.0	<b>Personnel Fees</b> – see Table A2 below	
2.0	<b>Operational Support Costs</b> – see Table A3 below	
<b>TENDER PRICE AUD (excl tax)</b>		

**Table A2 Financial Proposal – Personnel Fees**

Item	Description	Time Input (Person-Days)	Day Rate / AUD	Total AUD excl tax
1	<b>Initiation / Stakeholder Consultation</b>			
2	<b>Geotechnical investigation</b>			
3	<b>Topographical Survey</b>			
4	<b>Concept Design (Stages 1-3)</b>			
4.1	Concept Design – Architectural			
4.2	Concept Design – Structural			
4.3	Concept Design – Civil			
4.4	Concept Design – Electrical Services			
4.5	Concept Design – Hydraulic Services			
4.6	Concept Design – Fire Services			
4.7	Concept Design – Mechanical Services			
4.8	Concept Design – Quantity Surveying			
5	<b>Detailed Design (Stage 4)</b>			
5.1	Detailed Design – Architectural			
5.2	Detailed Design – Structural			
5.3	Detailed Design – Civil			
5.4	Detailed Design – Electrical Services			
5.5	Detailed Design – Hydraulic Services			
5.6	Detailed Design – Fire Services			
5.7	Detailed Design – Mechanical Services			
5.8	Detailed Design – Quantity Surveying			
6	<b>Construction Administration ('CA') Stage 5</b>			

Item	Description	Time Input (Person-Days)	Day Rate / AUD	Total AUD excl tax
6.1	CA – Architectural			
6.2	CA – Structural			
6.3	CA – Civil			
6.4	CA – Electrical Services			
6.5	CA – Hydraulic Services			
6.6	CA – Fire Services			
6.7	CA – Mechanical Services			
<b>Total Personnel Fees AUD (excl tax)</b>				

**Table A3 Financial Proposal – Operational Support Costs**

Item	Description	Qty	Rate AUD (excl. tax)	Total AUD (excl. tax)
1.	[e.g. Airfares]			
2.	[e.g. Per Diems]			
3.	[e.g. In-country transportation]			
4.	[e.g. Communication costs]			
5.	[e.g. Security costs]			
6.	Other nominated by the Tenderer			
<b>Subtotal Operational Support Costs AUD (excl tax)</b>				
Nominated percentage for margin applicable to operational support costs		Tenderer to insert %		
<b>Total Operational Support Costs AUD (excl tax)</b>				

**Table A4 Financial Proposal – Hourly Rates**

Hourly Rates for Key Personnel		
Job Title / Role in the Project	Name	Rate AUD (excl tax)
[1]		
[2]		
[3]		
[4]		
[5]		

## Part 6: Certification and Submission checklist

Before submitting this form, confirm that you have done the following:

- Completed Part 1: the Company Details
- Attached the documents specified in the Company Details section
- Answered the questions in Part 2: Response to key selection criteria:
- Provided information in Part 3 – Project/Prior Experience
- Answered all questions in Part 4 – Team Composition
- Provided prices for all items in Part 5 – Financial Proposal
- Completed the Due Diligence assessment checklist (Annex 3)
- Read the draft sub-contractor agreement and noted any questions for DT Global (Annex 4)
- Provided a disclosure of any conflict of interest, or any matter that may materially affect the company’s performance of the contract

I \_\_\_\_\_ (Name) on behalf of  
\_\_\_\_\_ (Company) declare that:

We offer the services in the attached proposal at the prices quoted, upon and subject to the conditions of the Request for Tender.

This offer remains open for acceptance by DT Global for a duration of ninety (90) days from the date of closure of tenders.

We have not prepared our application with the benefit of information obtained from a current or former employee of DT Global or the Client/Donor in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained.

We have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: any security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

I confirm I am authorised to submit this tender on behalf of the company mentioned in this form above.

<b>Signature</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	

## **Annex 3 Due Diligence Assessment Checklist**

Provided as a separate document.

## **Annex 4 Draft Sub-Contractor Agreement Template**

Provided as a separate document.