

## TERMS OF REFERENCE (TOR)

Project Name: Fire Suppression System Installation

Bahá'í House of Worship, Tanna, Vanuatu

**Client:** National Spiritual Assembly of the Bahá'ís of Vanuatu.

**Location:** Isangel Station, West Tanna - (Tanna Baha'i House of Worship)

### **Reference Documents:**

- *Proposed (Fixed) Firefighting System* (Engineer's Concept Design)
- *This TOR*

**Contract Type:** Works Contract (Labour, installation, trenching, civil works, testing)

**Client-Supplied Materials:** Fire pump, water tank, hoses, valves, major fittings, quick-connect equipment, HDPE pipe

### 1. Background

A fire suppression system has been proposed for the Bahá'í House of Worship in Tanna. The system uses a 50,000-liter water tank, a centrifugal fire pump, HDPE underground pipework, and multiple hose outlets for manual firefighting. The Client will procure the main pump and all required hoses and fittings once the contractor confirms the full list of materials needed. The site includes varying ground levels and established pathways, and contractors should familiarise themselves with site conditions.

## 2. Objective

To install the fire suppression system in accordance with the engineer's proposal, including pipe installation, civil works, pump connection, outlet installation, testing, and on-site handover.

## 3. Scope of Works

The contractor will supply all labour, tools, equipment, and supervision needed for installation.

### a) Civil Works:

- Set out the location of the pipe route and outlet positions (3–4 outlets depending on site).
- Excavate trenches for the 100mm HDPE pipe at a suitable depth (generally 600mm cover or deeper where required).
- Provide sand bedding, lay pipe, and backfill with compacted soil.
- Restore ground surfaces to match existing conditions.

### b) Pipe and Fittings Installation:

- Install the HDPE pipe network and all valves, joints, tees, and bends.
- Install isolation valves at pump outlets and at each hose outlet.

### c) Pump and Tank Connection:

- Construct a concrete plinth for the pump.
- Install and align the pump with tank suction and discharge.
- Install required valves, strainers, and any additional fittings needed for proper operation.
- Install simple weather protection for the pump.

### d) Hose Outlets:

- Install 3–4 hose outlets around the Temple clearing.
- Each outlet includes a valve, connection point, and basic protective housing.

### e) Testing and Commissioning:

- Pressure test pipework.

- Test pump performance and verify flow at outlets.
- Demonstrate system operation to the Client.

#### 4. Contractor Deliverables

- A simple work plan showing expected duration and manpower.
- Confirmation of all hoses, fittings, valves, and accessories required so the Client can procure them.
- Weekly progress updates.
- A brief completion report confirming installation and testing.

#### 5. Contractor Requirements

- Experience with plumbing, civil works, or similar installation projects.
- Able to carry out HDPE pipe welding (butt or fusion welding).
- Able to supervise and manage a team on an active site.

#### 6. Client Responsibilities

- Supply of the fire pump and tank.
- Procurement of all hoses, fittings, valves, and related equipment based on the contractor's confirmed list.
- Provide access to site and equipment storage space.

#### 7. Timeline

- The contractor will propose a start date.
- Materials (hoses, fittings, valves, etc.) will be procured by the Client based on the contractor's confirmed list, requiring approximately 6–8 weeks for delivery.
- Construction may begin once materials are received.
- Expected duration of on-site works: approximately 2-4 weeks or more (weather dependent).

#### 8. Site Inspection

Contractors are encouraged to inspect the site before submitting a quotation to the below address - once inspection confirms we will send

through to any interested candidate the Baha'i Temple Fire Pump System proposal plan

**9. Time frame to apply,**

- January 2026
- Closing date for all application will be February 2026

Please reach out the two personal bellow to support you with this project if you require a visit to be organized If applying in Vanuatu and the Region please send you email of interest to:

Name: Sylvain Malsungai

Phone: +678 775 3262

Email: [sylmalsungai@gmail.com](mailto:sylmalsungai@gmail.com)

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Name: Aria James Vodjdani

Phone: +61 407 246 160

Email: [a.vodjdani@gmail.com](mailto:a.vodjdani@gmail.com)

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## **10. Procurement and Ethical Requirements**

### **10.1 Conflict of Interest**

The Client is committed to conducting this procurement process in a fair, transparent, and accountable manner.

All contractors and associated personnel must disclose any actual, potential, or perceived conflict of interest that may arise in connection with this project. A conflict of interest includes, but is not limited to:

- Any personal, financial, or professional relationship with members of the National Spiritual Assembly, Temple Board, project advisors, or site representatives.
- Any circumstance that could compromise, or be perceived to compromise, the contractor's impartiality or independence.

Failure to declare a conflict of interest, or the discovery of an undisclosed conflict at any stage of the procurement or implementation process, may result in disqualification of the submission or termination of the contract, at the sole discretion of the Client.

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### **10.2 Confidentiality**

All information provided by the Client in relation to this project, including but not limited to drawings, plans, technical specifications, site information, and procurement documents, shall be treated as confidential.

Contractors shall:

- Use such information solely for the purpose of preparing a submission or performing the contracted works;
- Not disclose any confidential information to third parties without prior written consent from the Client;
- Ensure that any employees, agents, or subcontractors engaged in the project are bound by the same confidentiality obligations.

These confidentiality obligations shall remain in force during the procurement process and after the completion or termination of the contract.

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### **10.3 Ethical Conduct**

The Client expects all contractors to conduct themselves with the highest standards of integrity, honesty, and professional conduct throughout the procurement process and during project implementation.

Contractors shall:

- Comply with all applicable laws, regulations, and local requirements;
- Refrain from offering, giving, soliciting, or accepting any gift, inducement, or benefit that could influence, or be perceived to influence, procurement decisions or project outcomes;
- Treat all Client representatives, community members, and site personnel with respect and professionalism;
- Avoid any conduct that could bring disrepute to the Client, the Bahá'í community, or the project.

Any breach of ethical conduct may result in disqualification from the procurement process or termination of the contract.

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### **10.4 Transparency and Right to Reject**

The Client reserves the right to:

- Request clarification or additional information from any contractor;
- Accept or reject any submission, in whole or in part, without obligation to provide reasons;
- Cancel or amend the procurement process at any stage, should it be deemed necessary in the best interests of the project and the Client.

Participation in this procurement process does not create any obligation on the part of the Client to award a contract.

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## 10.5 Governing Principles

This procurement shall be guided by the principles of:

- Stewardship of resources;
- Fairness and equity;
- Transparency and accountability;
- Service to the long-term protection and well-being of the Bahá'í House of Worship.