

## REQUEST FOR PROPOSAL



# **Request for Proposal (RFP) for Office Refurbishment and Fit-out Works for Bank's Auckland Branch**

**Bank of Baroda (New Zealand) Limited  
Auckland Branch  
114 Dominion Road, Mount Eden  
Auckland 1024**

**RFP Reference: BOBNZ:RFP:1**

**Date: 5<sup>th</sup> February 2026**

**Project: Office Refurbishment and Fit-out Works for Bank's Auckland Branch situated at  
114 Dominion Road, Mount Eden, Auckland 1024**

**RFP Issue Date:** 05.02.2026

**RFP Reference:** BOBNZ:RFP:1

**Contact (single point):** Mr. Nitin Kumar, Branch Manager +6496321141

**Submission Email:** aucknz@bankofbaroda.com (subject: "[BOBNZ:RFP:1] – [Tenderer Name]")

#### **Conditions of Tender (Process + Legal/Commercial)**

##### **1. Purpose and Tender Overview**

1. The Bank of Baroda (New Zealand) Ltd invites selected contractors ("Tenderers") to submit a proposal for the refurbishment works at the Bank's Dominion Road Branch.
2. The tender is conducted as an **RFP** and may result in the award of a works contract to one Tenderer.

##### **2. Tender Documents**

The Tender Documents comprise:

- This consolidated document
- Architectural design set (Attached as last page of this document)

In the event of inconsistency, the order of precedence is: (1) Addenda, (2) this document, (3) design set and any other attachments.

##### **3. Tender Timetable**

1. **Tender Close:** 18<sup>th</sup> February 2026 at 11:59 PM
2. **Site Visit:** by appointment, between 9am to 4:30pm from 9<sup>th</sup> to 13<sup>th</sup> February 2026
3. **Clarifications Deadline:** By 16<sup>th</sup> February 2026
4. **Addenda:** The Bank may issue addenda up to 18<sup>th</sup> February 2026. Tenderers must acknowledge addenda in their submission.

##### **4. Communications and Clarifications**

1. All communications must be directed to the Contact listed above.
2. Tenderers must not contact Bank's staff at the branch or any other Bank's personnel regarding this tender.
3. Clarifications will be issued by written addendum where the Bank considers it necessary for fairness or completeness.

##### **5. Submission Requirements**

1. Tenderers must submit:
  - completed signed application (no specific format) – relevant details to be provided in any suitable format
  - pricing and programme,
  - methodology, compliance and H&S documentation,
  - any qualifications/exceptions (strictly limited and clearly listed).
2. **Submission method:** Email to aucknz@bankofbaroda.com with subject: "[BOBNZ:RFP:1] – [Tenderer Name]".
3. The Bank may reject submissions that are late, incomplete, conditional, or not in the required format.

##### **6. Tender Validity and Withdrawals**

1. Tenders will remain valid till the closure date.
2. Tenderers may withdraw prior to Tender Close by written notice. Withdrawals after close are not accepted unless the Bank agrees in writing.

## **7. No Obligation / No Contract Until Executed**

1. The Bank is not bound to accept any tender (including the lowest price) and may:
  - o accept in whole or part,
  - o negotiate with one or more Tenderers,
  - o cancel the tender, or
  - o re-issue the tender.
2. No binding contract exists until a written contract is executed by both parties.

## **8. Confidentiality and Intellectual Property**

1. Tender Documents are confidential and may be used only for preparing the tender response.
2. Tenderers must keep Bank's information (including drawings, security information, and branch layouts) confidential.
3. Tender submissions become the property of the Bank (commercially sensitive content will be handled as confidential where practicable).

## **9. Site Conditions, Verification and Reliance on Documents**

1. Tenderers must satisfy themselves regarding:
  - o access restrictions, working hours, noise/dust constraints,
  - o existing services and site constraints,
  - o measurements and existing conditions (confirm critical dimensions onsite).
2. The design set is issued for tender.
3. Tenderers must state assumptions and confirm how they have priced potential design development and consent-related changes.

## **10. Compliance with New Zealand Law (Minimum Requirements)**

Tenderers must comply with all applicable NZ laws and standards, including (without limitation):

### **10.1 Building Act / Building Code / Consents**

- Comply with the Building Act 2004 and the Building Code.
- Support Council inspections as required and as directed in the contract (including producer statements, commissioning, as-builts where applicable).

### **10.2 Health and Safety**

- Comply with the Health and Safety at Work Act 2015 and WorkSafe expectations.
- Provide a Site-Specific Safety Plan (SSSP), hazard register, and SWMS/JSA as relevant.
- Cooperate and coordinate with the Client and any other PCBUs operating at or near the branch site.

### **10.3 Construction Contracts Act (Payments)**

- The payment regime will comply with the Construction Contracts Act 2002 (including payment claim and payment schedule requirements where applicable).

## **11. Branch Security and Operational Controls**

1. This is a bank premises. Tenderers must comply with:
  - o security access requirements,
  - o staff/customer safety, and
  - o restrictions on photography, documentation, keys, alarms, and sensitive areas.
2. Tenderers must propose a staging plan that protects client operations (if the branch remains open) and secures the site at all times.

## **12. Pricing, Variations and Provisional Sums**

1. Pricing must be clear and complete for the scope described in the Tender Documents.
2. Tenderers must separately identify:
  - o exclusions,
  - o provisional sums,
  - o prime cost items,
  - o assumptions and clarifications.

3. No variation will be paid unless instructed/approved in writing by the Bank's authorised representative (except genuine H&S emergencies).

**13. Programme and Working Hours**

1. Tenderers must submit a programme showing:
  - o start date, duration, staging, milestones, and handover.
2. Working hours
3. Tenderers must state how they will manage dust/noise, security, and safe access.

**15. Subcontractors**

1. Tenderers must identify key subcontractors (especially mechanical, electrical, fire, security, glazing, joinery).
2. Tenderer remains fully responsible for subcontractor performance, compliance, and H&S.

**16. Defects Liability and Handover**

1. Defects Liability Period: [12] months from Practical Completion (or as per contract).

**17. Evaluation Criteria**

The Bank expects to evaluate tenders using criteria including:

- Price and value for money
- Methodology and quality approach
- Programme and ability to meet dates
- Experience and references (similar works/live environments)
- Health & Safety capability and past performance
- Team capability and subcontractors

The Bank may apply weightings at its discretion.

**18. Conflict of Interest, Collusion and Gifts**

18.1 Tenderers must disclose any actual or perceived conflict of interest.

18.2 Tenderers warrant that their tender is submitted without collusion and that no improper inducements have been offered.

18.3 No gifts/hospitality to Bank staff in connection with this tender.

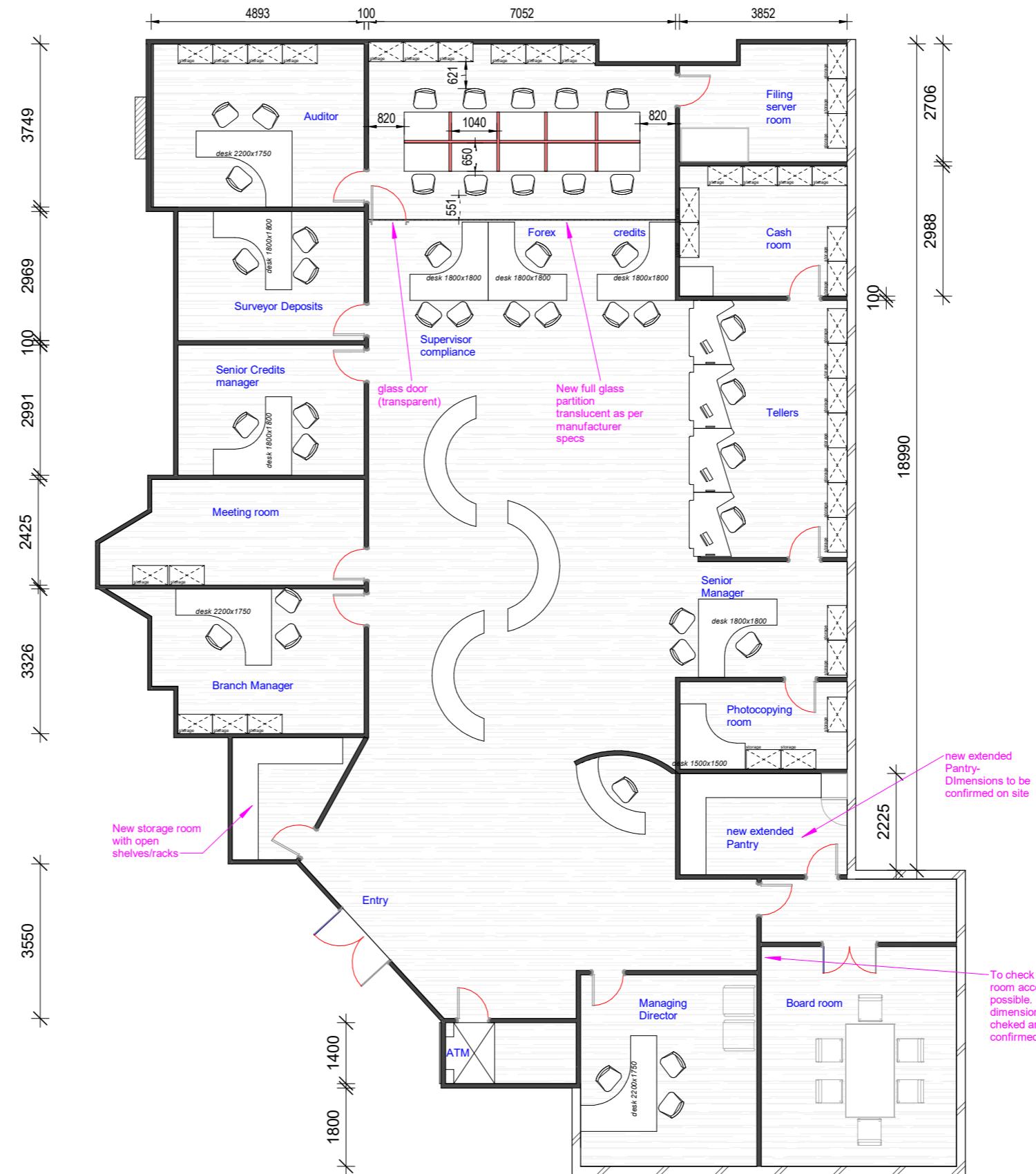
**19. Governing Law**

This RFP process and any resulting contract are governed by the laws of New Zealand

## SITE DESCRIPTION

114 Dominion Road, Mount Eden, Auckland  
1024  
Lot 1 DP 121009  
AREA: 3700 m<sup>2</sup>

ZONE: BUSINESS MIXED USE ZONE



## 1 PROPOSED PLAN

SCALE 1 : 120

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Date:	Rev:	Description:	4848	Drawing:	PROPOSED PLAN	Owner:	Scale: As indicated @ A3
09/10/25		Draft drawing not for building consent purposes		Project:	INTERIOR ALTERATIONS_BANK OF BARODA_AUCKLAND	Address:	Designed & Checked By: GS
							Drawn By: KD
							Project No.
							Date: 06/11/25
							Sheet: A02
							Rev: