



# **FIJIAN HOLDINGS LIMITED TENDER**

**TENDER FOR PRODUCTION AND PRINTING OF THE FHL 2024 ANNUAL REPORT  
& BOOKLET**

## NOTICE TO TENDERERS

### General

This notice to tenderers is to be read in conjunction with the attached Conditions of Offer and particulars of Tender.

Any anomalies occur between Condition of Offer and this Notice to Tenderers, the Notice to Tenderers will take precedence.

### Lodgement of Tender

Tenderers shall submit the tender on the Tenders Submission Document form attached together with the required supporting documents.

Any tender that is not accompanied by the completed documents and information as described herein will be declared non-conforming and may not be considered.

### Lodgement Details

Tenders are to be lodged at:

**The Chairperson  
FHL Group Tender Committee  
Fijian Holdings Limited  
Level 7, Ra Marama House  
91 Gordon Street, Suva.**

Or mailed to : [tender@fijianholdings.com.fj](mailto:tender@fijianholdings.com.fj)

**Closing Date:** 24th May 2024

**Closing Time:** 4:00 pm

### Appointment

A vendor will be appointed as soon as practicable after the tender closing date. The lowest tender or any tenderer may not necessarily be accepted.

### Contact Person

Refer requests for information or queries:

Obtain from: Sitiveni Koya

Telephone: 330 5017 or 999 9588

Email: [tender@fijianholdings.com.fj](mailto:tender@fijianholdings.com.fj)

### Ownership

All submitted and accompanying material will remain the property of Fijian Holdings Limited



## QUOTATION FORM

The Vendor must complete and submit with Quotation.  
All Submitted information will be treated as confidential.

I, \_\_\_\_\_ (Print name)  
of \_\_\_\_\_ (Quoting Organisation)  
located at \_\_\_\_\_ (Business Address)  
on this \_\_\_\_\_ day of \_\_\_\_\_, 2024

having fully acquainted myself with the Conditions of Quoting and Quotation Documents and accordingly the obligations and responsibilities of the Company do hereby provide Quotation to perform the work described below:

Tenderer: \_\_\_\_\_

By submitting this quotation, the vendor warrants and represents that it has made its own enquiries and investigations and has obtained professional advice and all other relevant information so as to inform itself of all risks and contingencies which may affect its Quotation price. The warrants vendor and represents that it has included for all such risks and contingencies in its Quotation price in the attached Schedule of Rates (Form 2).

Signature of Vendor : \_\_\_\_\_

Phone No: \_\_\_\_\_

Declared this: \_\_\_\_\_ Day of \_\_\_\_\_, 2024

Before me: \_\_\_\_\_ (Print name)

Witness: \_\_\_\_\_ (Signature)



**TENDER CHECK LIST**  
**(To be filled & accompanied with EOI Proposal/Document)**

**Services :** \_\_\_\_\_

**Tender Invitation & Acceptance of Term & Conditions**

The following information **MUST** be completed by the bidder with the Tender documents:

1. Company Name: \_\_\_\_\_
2. Directors/Owners: \_\_\_\_\_
3. Postal Address: \_\_\_\_\_
4. Telephone/ Mobile Number: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Head Office Location: \_\_\_\_\_
7. TIN: \_\_\_\_\_
8. Company Registration Date.: \_\_\_\_\_
9. Company Registration No.: \_\_\_\_\_
10. FNPF Employer Registration No.: \_\_\_\_\_
11. Years of Experience: \_\_\_\_\_

**I Declare that all of the above information is correct:**

**Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Company Title:** \_\_\_\_\_

**Dates this \_\_\_\_\_ day of \_\_\_\_\_, 2024**

## **Mandatory Requirements**

- Company Structure & Availability of Resources
- Business Registration Certificates
- Tax Registration Certificate.
- Valid Tax Identification Letter
- Valid FNU Levy compliance letter
- Valid FNPf compliance letter
- Key Personnel of the Project
- Audited Financials
- Current Resource capabilities
- Capacity Statement with past and present relevant experience
- Valid Tax Compliance Certificate
- Credible reference for past jobs of similar nature



**STATUTORY DECLARATION ON  
NON-COLLUSIVE QUOTATION DECLARATION**  
The Vendor must complete and submit with Quotation  
All Submitted information will be treated as confidential

I, \_\_\_\_\_ (Print name),  
of \_\_\_\_\_ (Quoting Organisation),

do hereby solemnly declare and affirm the following;

1. I hold the position of \_\_\_\_\_, and am duly authorised by the Quoting organisation to lawfully proclaim the following and, after having made due inquiry believe the following to be completely accurate to the best of my knowledge.
2. Neither the Vendor nor the Vendor's Agents or Servants have entered into any Quotation or agreement to offer payment of any kind to a trade association, representative of FHL in the event of a winning Quotation by this Organisation.
3. Neither the Vendor nor the Vendor's Agents or Servants have had any knowledge of the price of Quotations submitted by its competitors nor did the Vendor furnish the price of the enclosed Quotation to any source external to the Quoting Organisation prior to the close of the Quotation date as specified within this Quotation.
4. Neither the Vendor nor the Vendor's Agents or Servants have entered into any Quotation or agreement to offer payment of any kind to an unsuccessful Vendor in the event of a winning Quotation.
5. The Vendor is not aware of any facts which would affect the decision of FHL in accepting the Quotation nor has the Vendor attempted to acquire information relevant to the Quotation award process by soliciting FHL, or their Representative's Agents or Servants.
6. Neither the Vendor nor the Vendor's Agents or Servants have entered into any agreement with other Vendors or third party which results in a payment of unsuccessful Vendors fees.
7. The contents of this document are true and correct to the best of my knowledge and in no way have been written under duress of any form.

I make this solemn declaration as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any wilfully false statement in any such declaration.

**Signature of Vendor:** \_\_\_\_\_

**Declared at :** \_\_\_\_\_, **This day** \_\_\_\_\_ **of** \_\_\_\_\_ **2024**

**Before me :** \_\_\_\_\_ (Print name ) **Witness :** \_\_\_\_\_ (Signature)



## **TENDER FOR PRODUCTION AND PRINTING OF THE FHL 2024 ANNUAL REPORT & BOOKLET**

### **SCOPE OF WORKS**

1. Concept, layout and graphic design,
2. Include the proposed cover and layout design for the annual reports,
3. Provide own photographic services,
4. Collation of material and pictures,
5. Editing and proof reading,
6. Preparation of draft for approval,
7. Printing of approved draft.
8. Pages to include iTaukei translation version,
9. Layout: Unique FHL Corporate image in line with vision & core values including graphs, text, & tables.
10. Design and complete artwork
11. Delivery of Annual Report & Booklet on the 20th of September 2024 at 10.00am

### **SPECIFICATIONS OF THE ANNUAL REPORT**

1. Estimated 125-130 colour pages,
2. Design and layout to finished art,
3. Editing.
  - a. Edit report headings to ensure consistency,
  - b. Check for correct capitalisation in text, font size, alignment and consistent spacing,
  - c. Edit to keep words and terminology consistent,



- d. Explain acronyms,
  - e. Correct spelling, grammar and punctuation, and;
  - f. Proof reading
4. High resolution pictures to show FHL staff and various activities of the organisation,
  5. Size A4 portrait,
  6. Include infographics information,
  7. Perfect binding, Mina binding
  8. Cover pages; 300gsm gloss art,
  9. Inside pages; 150gsm matt art,
  10. Final copy to be submitted for vetting and approval,
  11. Printing; Back-to-back Full colour
  12. Include proxy perforated pages,
  13. Quantity; 1,794 hard copies and electronic version,

#### **FHL AGM Booklet**

14. Print - A4 paper,
15. Approximately 30 colour pages,
16. Including 150gsm (internal) matt art,
17. Cover pages: 300gsm (cover) gloss art,
18. Staple bound pages, saddle stitch
19. Quantity; 1,794 hard copies and electronic version,
20. Include proxy perforated pages.



