



Tender of Furniture

Request for Tender (RFT) (04/2025)

Request for Tender

Closing Date: 4pm Friday 5th December 2025

About Fijian Elections Office

The Fijian Elections Office [FEO], is a statutory organisation established under the Electoral Act 2014. The Fijian Elections Office's core business activity is delivery of fair and credible elections in Fiji.

Introduction

The Fijian Elections Office wishes to invite individuals to submit tenders for the sale of used FEO furniture on an "as is where is" basis with reserved prices.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite individuals to submit their tender for purchase of used furniture.

Objectives

An accepted proposal should provide the following:

- **Achieve value for money in expenditure of public funds**
- **Legal Compliance**

Tender Coordinator

Upon release of this Request for Tender, all Bidder communications concerning this Tender must be directed to the Secretariat, Tender Board as listed below.

Pramnesh Rohitesh Chand
Manager Procurement and Asset Management
Fijian Elections Office
59 -63 High Street, Toorak,
Suva
Email: pramnesh.chand@feo.org.fj
Contact: 9002766



Please use the **RFT Reference Number and Title in all communications with the RFT Coordinator.**

Unauthorized communication regarding this request with Fijian Elections Office employees or representative may result in disqualification.

Any oral communications will be considered unofficial and non-bidding on Fijian Elections Office. Bidders should rely only on written statements issued by the RFT Coordinator. All communications and information to be provided electronically.

Vendor Instructions

Proposal Responses: The FEO must receive responses to this RFT no later than the date specified in the advertisement. Proposals received after the due date will not be accepted. No additional time will be granted to any bidder unless by addendum to this RFT. Bidders must address their tender submissions to the following address:

**“RFT – Tender 04/2025 – Tender of Fruniture “
The Tender Board,
Fijian Elections Office.**

Tender submissions should only be emailed to tenders@feo.org.fj. Hardcopies of tender submissions **WILL NOT** be accepted.

Once the RFT is closed, bidders may be required to provide further information related to the submission. All communications and information are to be provided electronically.

RFT Amendments – The FEO reserves the right to request clarification on any proposal or to ask bidders. The FEO also reserves the right to change the RFT schedule or issue amendments to the RFT at any time and also reserves the right to cancel or reissue the RFT.

Rejection of Proposals – The FEO reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interests of the FEO.

Disclaimer – The FEO reserves the right to consult with external experts on any submissions and accompanying documentation.

Non-Obligation – Receipt of submissions in response to this RFT does not obligate the FEO in any way. The right to accept or reject any submission shall be exercised solely by the FEO. The FEO shall retain the right to abandon the Tender process at any time prior to the actual execution of a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment.

Payment – The awarded tenderer has 2 days to clear the payment from the date he/she receives the confirmation of successful bid, however if the tenderer fails to process the payment in the given timeframe, the tender will be awarded to the next tenderer as per list standing.

Requirements from the Bidders

Bidders are required to fill and provide the following with their tender submissions:

1. Appendix 1-Product Listing with reserved prices.
2. Appendix 2-Price Bid Form.

Appendix 1-Product Listing

Items	Description	Qty	Reserved Price
	Medina 3pcs Fabric Recliner set Dark Brown	1	\$1500.00
	2-Seater Cayenne Sofa	2	\$1000.00 Each
	Cayenne Armchair	1	\$500.00
	3-Seater Cayenne Sofa	1	\$1200.00
	Verite Coffee Table	1	\$400.00

Appendix 1-Product Listing

Items	Description	Qty	Reserved Price
	Side Drawer	1	\$350.00
	Messina Chairs	12	\$250.00 Each
	Messina Chair With wheels	10	\$300.00 Each
	Side Drawer	1	\$300.00
	Mendi Desk	2	\$1300.00 Each

Appendix 1-Product Listing

Items	Description	Qty	Reserved Price
	3 Drawer Buffet	1	\$700.00
	Six Drawer Universal Unit	1	\$1300.00
	Black Cushion Bar Stool	10	\$50.00 Each
	Cushion Fabric wooden Chair Varnished	4	\$100.00 Each
	Palmwood Planter box	1	\$150.00

Appendix 1-Product Listing

Items	Description	Qty	Reserved Price
	Varnished Round Table	1	\$200.00
	Conference Table	1	\$800.00
	Messina Rectangular Conference Table	1	\$2000.00
	Two Door Open Wall Unit	1	\$700.00
	3 Drawer Buffet	1	\$850.00

Appendix 1 - Product Listing

			Reserved Price
	Mendi Desk	1	\$1250.00
	Four Door Wall Unit	1	\$800.00
	Navajo Circular Dining Table	1	\$800.00
	Coat Hanger	1	\$100.00

Appendix 2 - Feo Price Bid Form

Price Bid Form (Tender For Furniture)

Notes to Vendors;

1. Bidders are to strictly follow and fill in the below table as part of the price bid submission
2. The sale is on "as is where is" basis with reserved price
3. Offer submitted below the reserved price will not be accepted.
4. All tenders are Inclusive of Vat
5. Payment to be cleared within 2 days upon receiving confirmation of successful bid.

Product #	Items Description	Qty	Proposed Price

I agree with the terms and condition laid out, if awarded the tender for sale of Furniture.

Name of Authorized Representative: _____

Signature & Date: _____