



Fijian Elections Office
My Election. My Fiji

Provision of Commercial Office & Warehouse Space

(EOI)(01/2025)

EXPRESSION OF INTEREST

Closing Date: 4pm Friday 9th January 2026.

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 invites “Expression of Interest” from interested building owners/companies, real estate agencies and those that are interested in leasing office and warehouse space to submit proposals for the provision of commercial office and warehouse space around Fiji

Purpose

The Fijian Elections Office is releasing this Expression of Interest (EOI) to invite reputable companies to submit proposals for the provision of Commercial Office and Warehouse Space.

Objectives

An accepted proposal should provide the following:

- Ensure timely delivery of building related services
- Achieve value for money in expenditure of public funds
- Feasible Location
- Legal Compliance

EOI Coordinator

Upon release of this Expression of Interest (EOI), all bidder communications concerning this EOI must be directed to the Secretariat, EOI Board as listed below.

Pramnesh R Chand

Manager Procurement and Asset Management

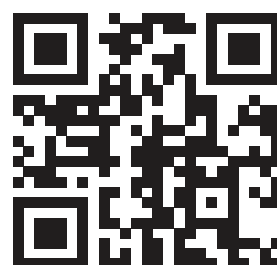
Fijian Elections Office

59 -63 High Street, Toorak,

Suva

Contact :900 2766

Email: pramnesh.chand@feo.org.fj



Please use the **EOI Reference Number and Title in all communications with the EOI 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 EOI Coordinator. All communications and information to be provided electronically.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and Management level commitments between proposer and the FEO need to be in place to provide the framework for a long-term partnership. Partnering principles will be clearly articulated in the contract document and proposer's alignment with the principles will be an important part of the evaluation process. The partnering principles include:

- Direct executive oversight and involvement;
- Competitive pricing and predictability of on-going costs and expenses;
- Committing empowered executives to support the partnership;
- Ensuring proper alignment of accountability and responsibility for the relationship;
- Committing quality resources to support the partnership; and
- Protecting the FEO's long term investment in the solution.

Vendor Instructions

Proposal Responses: The FEO must receive responses to this EOI 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 vendor unless by addendum to this EOI.

Vendors must address their EOI submissions to the following address:

“EOI – EOI 01/2025 – Provision of Commercial Office & Warehouse Space ”

The EOI Board,

Fijian Elections Office.

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

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

EOI Amendments – The FEO reserves the right to request clarification on any proposal or to request bidders to supply any additional material deemed necessary to assist in the evaluation of the proposal. The FEO also reserves the right to change the EOI schedule or issue amendments to the EOI at any time and also reserves the right to cancel or reissue the EOI.

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.

Proposal Validity Period – Submission of a proposal will signify that the vendor's agreement that its proposal and the contents thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the FEO and the successful vendor.

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 EOI 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 EOI process at any time prior to the actual execution of a contract with a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment

Requirements from the Bidders

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

1. **Appendix 1**–FEO EOI Administrative Checklist; &
2. **Appendix 2**–Compliance Checklist

Vendors that do not submit the required administrative documentation may be deemed as an incomplete EOI submission and *may or may not* be considered further.

Appendix 1–FEO Administrative EOI Checklist

Bidders proposing for commercial office and warehouse space must provide the below **Mandatory Documents** as part of their proposal;

1. Organisation Full Legal Entity Name and Address of Head office
2. Valid Tax Compliance Letter from Building Owner

3. Valid superannuation compliance letter from Building Owner
4. Tin Letter

Appendix 2–Compliance checklist

Bidders must address the following areas provided in the table below as part of their expression of interest proposal;

1. Provide “Letter of Exclusivity” from landlord in case of representations being made by Real Estate or third-party arrangements to show proof of agreement;
2. Provide high resolution pictures of the said building to show the interior, exterior and access to building;
3. Arrange for site inspection upon request from FEO Management at their own cost;
4. **Not to provide any proposed fees** as part of the EOI submission but only those that meet the requirements at FEO’s discretion shall be contacted to provide their lease rate proposal;
5. Provision of the following documentation to be provided;
 - a. Document detailing the personal and contact details of the building owner and the representatives bidding for the site being proposed;
 - b. Detailed and approved building floor plan showing the layouts in details with exact measurements;
 - c. Advise on any preferred or contracted maintenance contractors (electrical, air-conditioning services, Fire alarm/Security Alarm

services/plumbing contractor & General maintenance and Service contractor); &

- d. Any specific exclusions to usage of building and surrounding spaces to be stated in the letter.
- e. OHS and NAF compliance letter of the building, if available
- f. Engineer's certification of the building

No	Description	Ops HQ	Postal	Divisional Office	Warehouse	VSC (Stand alone)	VSC/Area Office
1	Location	Suva	Suva	Suva (2), Lautoka, Labasa	Suva (2), Lautoka, Labasa	Nadi Airport, Nadi Town, Nasinu	Central (5), Western (5), Northern (4), Eastern (2)
2	Timeframe/Duration of Tenure	April 26- May 27 (14 months)	From Aug 26 to ED + 14 days (6 months)	April 26- May 27 (14 months)	April 26- May 27 (14 months)	<p>Level 1-Jan 2026 to ED + 10 days: Western (Nadi Airport- (14months))</p> <p>Level 2-June 2026 to ED + 10 days: Western (Nadi) Central (Nasinu, Nakasi) 9 months</p>	<p>Level 1-Jan 2026 to ED + 10 days: Central (Nausori)- 14months)</p> <p>Level 2-June 2026 to ED + 10 days: Northern (Savusavu), Western (Nadi, Ba, Sigatoka), Central (Nakasi)- 8 months</p> <p>Level 3-Aug 2026 to ED + 10 days: Northern (Seaqaqa, Taveuni, Nabouwalu), Western (Tavua, Keiyasi, Rakiraki), Central (Vunidawa, Navua, Korovou), Eastern (Levuka, Kadavu) 7 months</p>

3	Number of Permanent Staff (Staff stationed in the Office and those who conduct minimal field work)	30	60	30 per divisional office	8	4	6
4	Number of Temporary Staff (Staff who will be engaged in field work most of the time)	0	0	100 per divisional office	20	10	10
5	Estimated Floor size required	Minimum 500 square metres	Minimum 800 square meters-1000 square metres	Minimum 800 square meters-1000 square metres	Approximately 500 square meters	Minimum 40 squared metre	Minimum 60 square metre
6	Accessibility and Safety	<p>Entrance Accessibility: Ramps or elevators for wheelchair access would be an added advantage.</p> <p>Parking: Accessible parking spaces close to the building entrance.</p>	<p>Entrance Accessibility: Ramps for trolley access would be an added advantage</p> <p>Interior Layout: Wide doorways and hallways to accommodate mobility aids.</p> <p>Parking:</p>	<p>Entrance Accessibility: Ramps or elevators for wheelchair access would be an added advantage</p> <p>Interior Layout: Wide doorways and hallways to accommodate mobility aids</p>	<p>Entrance Accessibility: Ramps for trolley access would be an added advantage</p> <p>Interior Layout: Wide doorways and hallways to accommodate movement of materials</p>	<p>Entrance Accessibility: Ramps or elevators for wheelchair access would be an added advantage</p> <p>Interior Layout: Wide doors for easy entry.</p> <p>Interior Layout: Wide doorways and hallways to accommodate</p>	<p>Entrance Accessibility: Ramps or elevators for wheelchair access would be an added advantage</p> <p>Interior Layout: Wide doorways and hallways to accommodate mobility aids and movement of materials.</p>

		<p>Emergency Systems: Visual and auditory alarms for fire or emergency evacuation would be an added advantage</p> <p>Entries and Exits– Minimum of two doors</p>	<p>Accessible parking spaces close to the building entrance.</p> <p>Emergency Systems: Visual and auditory alarms for fire or emergency evacuation.</p>	<p>and movement of materials. Accessible restrooms equipped with proper facilities.</p> <p>Parking: Accessible parking spaces close to the building entrance.</p> <p>Emergency Systems: Visual and auditory alarms for fire or emergency evacuation.</p>	<p>Parking: Accessible parking spaces close to the building entrance.</p> <p>Emergency Systems: Visual and auditory alarms for fire or emergency evacuation.</p>	<p>mobility aids and movement of materials. Accessible restrooms equipped with proper facilities.</p> <p>Parking: Accessible parking spaces close to the building entrance.</p> <p>Emergency Systems: Visual and auditory alarms for fire or emergency evacuation.</p>	<p>Accessible restrooms equipped with proper facilities.</p> <p>Parking: Accessible parking spaces close to the building entrance.</p> <p>Emergency Systems: Visual and auditory alarms for fire or emergency evacuation.</p>
7	Utilities	<p>Electricity: Reliable power supply for lighting, computers, and other equipment.</p> <p>Water Supply: Accessible</p>	<p>Electricity: Reliable power supply for lighting, computers, and other equipment.</p> <p>Water Supply: Accessible</p>	<p>Electricity: Reliable power supply for lighting, computers, and other equipment.</p> <p>Water Supply: Accessible</p>	<p>Electricity: Reliable power supply for lighting, computers, and other equipment.</p> <p>Water Supply: Accessible</p>	<p>Electricity: Reliable power supply for lighting, computers, and other equipment.</p> <p>Water Supply: Accessible</p>	<p>Electricity: Reliable power supply for lighting, computers, and other equipment.</p> <p>Water Supply: Accessible drinking water and plumbing facilities,</p>

		drinking water and plumbing facilities, including restrooms.	drinking water and plumbing facilities, including restrooms.	drinking water and plumbing facilities, including restrooms.	drinking water and plumbing facilities, including restrooms.	drinking water and plumbing facilities, including restrooms. Backup Power: Generators or UPS (Uninterruptible Power Supply) for emergency power would be an added advantage	including restrooms.
8	Toilet Facilities	Separate male and female convenience 3 sets. 1 Office to have own facilities	Separate male and female convenience 3 sets.	Separate male and female convenience with bathroom (3 sets)	Separate male and female convenience with bathroom. 2 sets.	Separate male and female convenience with bathroom.	Separate male and female convenience with bathroom.
9	Lighting	Adequate lighting, including natural light where possible, and well-placed artificial lighting to reduce eye strain create a	Adequate lighting, including natural light where possible, and well-placed artificial lighting to reduce eye strain create a comfortable	Adequate lighting, including natural light where possible, and well-placed artificial lighting to reduce eye strain create a comfortable	Well-placed artificial lighting, such as overhead LEDs and task lights, to reduce eye strain and create a comfortable working	Well-placed artificial lighting, such as overhead LEDs and task lights, to reduce eye strain and create a comfortable	Well-placed artificial lighting, such as overhead LEDs and task lights, to reduce eye strain and create a comfortable working environment.

		comfortable working environment.	working environment.	working environment.	environment. Spot lights to be installed outside.	working environment.	
10	Outside Area	<p>Parking Area: Adequate spaces for employees, visitors, and service vehicles, including accessible parking. Ability to park 10 vehicles</p> <p>Walkways and Paths: Paved, well-lit, and wheelchair-accessible paths for easy movement will be an added advantage</p>	<p>Parking Area: Adequate spaces for employees, visitors, and service vehicles, including accessible parking. Ability to park 20 vehicles</p> <p>Walkways and Paths: Paved, well-lit, and wheelchair-accessible paths for easy movement will be an advantage</p> <p>Loading/Service Area: Dedicated space for deliveries and</p>	<p>Parking Area- Adequate spaces for employees, visitors, and service vehicles, including accessible parking. Ability to park 20 vehicles</p> <p>Walkways and Paths: Paved, well-lit, and wheelchair-accessible paths for easy movement. Would be an advantage</p> <p>Loading/Service Area: Dedicated space for deliveries and maintenance</p>	<p>Parking Area- Adequate spaces for employees, visitors, and service vehicles, including accessible parking. Ability to park 5 vehicles</p> <p>Walkways and Paths: Paved, well-lit, and wheelchair-accessible paths for easy movement would be an advantage.</p> <p>Loading/Service Area: Dedicated space for deliveries and maintenance</p>	<p>Parking Area- Adequate spaces for employees, visitors, and service vehicles, including accessible parking. Ability to park 3 vehicles</p> <p>Walkways and Paths: Paved, well-lit, and wheelchair-accessible paths for easy movement would be an advantage</p>	<p>Parking Area- Adequate spaces for employees, visitors, and service vehicles, including accessible parking. Ability to park 3 vehicles</p> <p>Walkways and Paths: Paved, well-lit, and wheelchair-accessible paths for easy movement would be an advantage</p> <p>Loading/Service Area: Dedicated space for deliveries and maintenance vehicles.</p> <p>Container Space: For offloading and storing 2 x 20ft Container.</p>

			maintenance vehicles, loading and offloading space is available	vehicles and side lifters for container movements. Container Space: For offloading and storing 2 x 20ft Container.	vehicles. Container Space: For offloading and storing 4 x 20ft Container.		
11	Compliance	OHS and Fire (NFA Certificate)	OHS and Fire (NFA Certificate)	OHS and Fire (NFA Certificate)	OHS and Fire (NFA Certificate)	OHS and Fire (NFA Certificate)	OHS and Fire (NFA Certificate)
12	Backup Power	Generators or UPS (Uninterruptible Power Supply) - would be an added advantage	Generators or UPS (Uninterruptible Power Supply) - would be an added advantage	Generators or UPS (Uninterruptible Power Supply) - would be an added advantage	Generators or UPS (Uninterruptible Power Supply) - would be an added advantage	Generators or UPS (Uninterruptible Power Supply) - would be an added advantage	Generators or UPS (Uninterruptible Power Supply) - would be an added advantage
13	Ventilation	Adequate ventilation - Fans and/or Air condition would be an added advantage	Adequate ventilation - Fans and/or Air condition would be an added advantage	Adequate ventilation - Fans and/or Air condition would be an added advantage	Adequate ventilation - Fans and/or Air condition would be an added advantage	Adequate ventilation - Fans and/or Air condition would be an added advantage	Adequate ventilation - Fans and/or Air condition would be an added advantage