

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 <u>no later than</u> 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**-Complaince 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.

<u>Appendix 1-FEO Administrative EOI Checklist</u>

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;

- Provide "Letter of Exclusivity" from landlord in case of representations being made by Real Estate or third-party arrangements to show proof of agreement;
- Provide high resolution pictures of the said building to show the interior, exterior and access to building;
- 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;
 - 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)	Level 1-Jan 2026 to ED + 10 days: Western (Nadi Airport- (14months) Level 2-June 2026 to ED + 10 days: Western (Nadi) Central (Nasinu, Nakasi) 9 months	Level 1-Jan 2026 to ED + 10 days: Central (Nausori)- 14months) Level 2-June 2026 to ED + 10 days: Northern (Savusavu), Western (Nadi, Ba, Sigatoka), Central (Nakasi)- 8 months 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

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

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

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

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