



Fijian Elections Office
My Election. My Fiji

www.feo.org.fj

Software Security & Compliance Audit(EMS)

(RFT)(05/2025)

REQUEST FOR TENDER

Closing Date: 4pm Friday 16th 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 wishes to engage the services of an Audit firm who have experience of auditing ICT systems to submit tender for the software security & compliance audit of the Election Management System [EMS].

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable company or companies to submit tender for software security & compliance audit of the Election Management System [EMS].

Objectives

An accepted proposal should provide the following:

- Ensure timely delivery of goods and services
- Promotes innovation and continuous improvement
- 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 Chand

Manager Procurement and Asset Management

Fijian Elections Office

59 -63 High Street, Toorak,

Suva

Email: pramnesh.chand@feo.org.fj

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.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and Management level commitments between tenderer 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 tenderer'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 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 vendor unless by addendum to this RFT. Vendors must address their tender submissions to the following address:

"RFT –Tender 05/2025 – Software Security & Compliance Audit-Election Management System (EMS)"

**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 specifications. 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 to supply any additional material deemed necessary to assist in the evaluation of the proposal. 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.

Proposal Validity Period – Submission of a proposal will signify 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 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 contract with a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment.

Non-Exclusive– This tender is non-exclusive and the FEO reserves the right to accept all or part of the vendor's tender bid proposal for award purposes. Vendors are to carefully put in final VIP Cost of delivering to and from areas as requested.

SPECIFICATIONS – SOFTWARE SECURITY & COMPLAINTS AUDIT OF FEO's ELECTION MANAGEMENT SYSTEM

1.0 Introduction

The Fijian Elections Office [“FEO”] is an independent electoral management body based in Suva, Fiji. The mandate of the FEO is to conduct general and other elections in Fiji in accordance with the laws of Fiji.

The FEO has been using the Election Management System [“**EMS**”] for General Election management purposes in 2018 and 2022. The EMS is now an integral part of any General Election as it collates the details for polling venues, voter list, political party registration & nominations, postal voting and logistics that will be processed by the FEO.

Therefore, FEO invites **reputable companies and/or consultants [“Suppliers”]** to determine whether the EMS complies with international best practices including audit testing and verification of security access level pertaining to Security and Compliance Audit. The recommendations submitted would help the FEO in improving its system.

2.0 Scope of Work

The scope of work will **take place at the FEO** and includes the following:

- 2.1. Review the EMS in terms of its usage, capacity, and internal controls including systems integration and advice compliance to the project scope of the EMS;
- 2.2. Security Evaluation on;
- 2.3. Application Vulnerability Assessment;
- 2.4. Code Review;
- 2.5. Architecture and Design Review;
- 2.6. Infrastructure and Configuration Review;
- 2.7. Penetration Testing;
- 2.8. Risk Assessment on the internal use of the EMS system.
- 2.9. Compliance and Policy Assessment;
- 2.10. Assessment on data integrity of the information captured in EMS.

The scope of work will be contained on a closed network and will not include FEO main Network or systems. An Interim Audit report is expected within two (2) weeks of contract sign-off, with any recommendations to be actioned. There will be a follow up period on all recommendations.

A final Certificate and Report will then be required at the end of the exercise.

3.0 Expertise Required

Competency:

As a supplier you or your team are required to:

1. Have relevant qualifications with extensive experiences in the area of Software Development, Information Systems with IT auditing and Security Compliance qualifications;
2. Have a Certified Information Systems Auditor or ISMS Lead Auditor (ISO 27001) or CISSP or ISACA – CISA etc.
3. Be an expert in developing organizational IT policy frameworks, IT Governance processes and innovative IT initiatives;
4. Have undertaken business re-engineering processes in an IT and Systems reform Environment;
5. Demonstrated ability in developing specific IT policies; and
6. Have the ability to write clear and concise reports.

Qualification:

1. Provide information and or certifications indicating that you are qualified to perform the required services;
2. Proof of some exposure to similar assignments; and
3. The supplier should also provide references and referees for similar private, public or government IT system security compliance audit work.

4.0 Proposed Work Plan

A proposed work plan outlining tasks to be carried out with specific key deliverables and completion timelines is required to be submitted by the consultant. The Final Certificate must be provided to the FEO on or before **30th April 2026**.

5.0 Costs

Total Costs of work with an outline of costs to be tied to specific deliverables in line with the work program and timelines.

6.0 Audit Certification

An Audit Certificate and a separate Executive Summary Report to be presented to Executive Management on the final week of the contract. Please note that the audit certificate may be put on public record.

7.0 Confidentiality

“FEO Confidential Information” means all information, typesetting, artwork, colour separation, data, lists, accounts, voter information and process information provided by FEO to the supplier and used by the supplier in providing services.

The supplier agrees they will use the Confidential Information for no other purposes other than to provide contractual work and will not use any FEO Confidential Information or disclose any FEO Confidential Information to any third party without the **express prior written consent** of FEO. Upon termination of this Agreement, the consultant shall return to FEO all FEO Confidential Information in its possession in whatever form it shall take including without limitation information contained in computer tapes or disks, in written form, or contained on printing blocks, film or moulds. All FEO Confidential Information shall remain the exclusive property of FEO.

8.0 Indemnity Clause

The supplier will need to have a current professional indemnity insurance policy valid in Fiji when selected for the work.

Requirements from the Bidders

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

1. **Appendix 1**–FEO Tender Administrative Checklist; &
2. **Appendix 2**–Price Bid Form.

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

APPENDIX 1- FEO TENDER ADMINISTRATIVE CHECKLIST

#	COMPANY INFORMATION	Full Compliance	FULLY COMPLY/ PARTIAL COMPLY/ NOT COMPLY
1	Organization Name (<i>Full legal Entity name</i>) & Address of Main Office and other established offices in country or abroad	Full legal description written and addresses of all locations in operations in country or abroad stated explicitly	
2	Profile of Company which should include; <ol style="list-style-type: none"> 1. Name of Directors 2. Structure of Ownership of Company 3. Full details of Legal and Financial relationship between Subsidiary and Parent company 4. Summary of Total employees & established employees that will be dedicated to this Project, 5. Delivery of Good/Service Brief Background to show evidence of Principle Activities	Full Details as stated from # 1-5 to be stated	
3	Price Bid Form	This Sheet to be filled in Fully, stamped and signed	
4	Letter of Transmittal Each Tenderer must provide a letter of transmittal that should be signed and stamped by an authorized representative of the organization and must state that the signing official is authorized to legally to bind the organization	This Sheet to be filled in Fully, stamped and Signed on the Official Company Letterhead	

STATUTORY OBLIGATION			
5	Valid Tax Compliance letter from Fiji Revenue and Customs services	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority	
6	Valid Superannuation compliance letter from Fiji National Provident Fund Letter	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority	
7	Company Registration Certificate from Registrar of Companies	This Letter to be valid till the closing of the tender date, stamped and signed by the designated authority	
SUPPLIER EXPERIENCE, DELIVERY & SUPPORT			
8	Two (2) to Three (3) recent Cliental letter of Proposed product/Service that outlines the type, Total amount, performance, Completion with reference to same/similar supply	At least 2 or maximum of 3 cliental Letters which is to be on Clients Letterhead which are signed and submitted to show previous supplied product or delivery of service of same nature.	
9	Years of Experience in same industry in Local or Overseas dealing with similar product or service	Stated explicitly with evidence of such experience either through proof of association with long associated clients in similar good or service	

10	Proof of Ownership in terms of Distributing rights of Product/Service such as Authorization Letter from Owner/Reseller/Service Centre Agreement to show # of years of Established relationship	This letter to be filled in Fully, stamped and Signed by the Manufacturer or Wholesaler/Retailer that your company is authorized to sell this product in Fiji or the Pacific regions	
11	Delivery Timelines-Provide evidence of Gantt Chart or Delivery Schedule that depicts the total time (Working Days) taken to deliver the goods or services to the relevant Ministry.	Provide Gantt Chart or timelines showing Delivery Schedule from Delivery	
12	Ability to provide local support	Provide details of technical Workshop or how Support Issues will be resolved or mitigated	
FINANCIAL INFORMATION			
13	Audited Statement of Financial Performance (Past 3 Years)	Fully Audited, Stamped and Signed	
14	Audited Statement of Income Statement (Past 3 Years)	Fully Audited, Stamped and Signed	
15	Audited Statement of Cash Flow Statement (Past 3 Years)	Fully Audited, Stamped and Signed	
PRICE INFORMATION			
16	Price Validity (90 days Minimum)	Explicitly State Requirements of 90-day validity	

17	Total Final Price should be Quoted in VIP (DDP- Delivery Duty Paid, CIF-Cost, Insurance, Freight, VAT) to Destination or any other related cost lead to successful delivery.	Total Price should be inclusive of all costs including support, maintenance and Service Level Agreement	
18	Payment Terms (30 Days Account or After Delivery)	Explicitly State Requirements of 30 days Payment	

APPENDIX 2- FEO PRICE BID FORM

Vendors to fill in the price bid form as part of their tender submission. Prices to be valid for a period of three (3) months after the closing date of this tender.

#	Specify the Audit Process	Time or Hours Required	Total Price in Fijian Dollars
1			
2			
3			
4			
5			
6			

Name of Authorized Representative:

Position:

Signature:

Date:

Company Stamp: