



Fijian Elections Office
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Supply of Polling Kit Items

(RFT)(03/2026)

REQUEST FOR TENDER

Closing Date: 4pm Friday 27th March 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 appoint a reputable company as its preferred supplier to supply Polling Kit Items for the upcoming 2026 General Election and therefore invites reputable and qualified vendors to submit proposals for the tender to supply Polling Kit Items.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable companies to submit tender for supply of Polling Kit items for upcoming 2026 General Elections.

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 Rohitesh 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 03/2026 – Supply of Polling Kit “
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.

Note: Samples of Polling Kit Items is MANDATORY for assessment purposes and should be delivered to Fijian Elections Office [FEO], Headquarters before the closing date and time. For this delivery of items, vendors can correspond with the tender board secretary for receiving of same.

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 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.

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.**
3. **Appendix 3- Bidders Category Confirmation**
4. **Detailed Delivery Times to FEO Warehouse & Payment Terms**
5. **Samples of Polling Kits Items being bided for to be provided for assessment purposes prior to closing of tender.**

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

Instructions to Vendors for Tender for Polling Kit Items

1. Please refer to the approved artwork for Polling Kit Specifications (**Available on the FEO website under tenders**);
2. Vendors are to quote "unit prices" for the type of packaging that has been requested in the price bid form and as per the artwork specifications;
3. Bidders are to carefully read the specification provided in this RFT Document together with the specifications in the approved artwork and quote accordingly;
4. The FEO will not consider any deviations from the approved artwork; &
5. Details of Compliance to artwork and specifications, packaging needs to be stated in **Appendix 3-Bidders Category & Compliance Confirmation.**

APPENDIX 1- FEO TENDER ADMINISTRATIVE CHECKLIST

Vendors to fill this checklist and submit all required documentation as part of tender submission.

#	COMPANY INFORMATION	FULL COMPLIANCE	FULLY COMPLY/PARTIAL COMPLY/NOT COMPLY
1	Organization Name (Full legal Entity name) & 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; 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 6. 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	

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.	Total Price should be inclusive of all costs including support, maintenance and Service Level	
18	Payment Terms (30 Days Account or After Delivery)	Explicitly State Requirements of 30 days Payment	
19	Warranty Details	Explicitly Stated in years or lifespan of product.	

The above “administrative checklist” should be filled with attached relevant documents and should form part of the tender submission

APPENDIX 2 – 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.

2026 General Election Polling Kit Tender List			
No	ITEM	QUANTITY PER KIT	PRICE PER UNIT
A	Polling Kit Packaging		
1	Plastic Polling Kit Plastic Box	1	
2	Cardboard Box - (for Polling Kit)	1	
B	First Aid Kit		
3	Woven First Aid Kit	1	
C	Hygiene and Sanitation		
4	Toilet Paper (singles)	2	
5	Garbage Bag (singles)	5	
6	Tissue (pack)	2	
7	Barrier Tape (30 meter roll)	1	
D	Stationery		
8	Stamp Pad ink - blue	1	
9	Stamp Pad	1	
10	Rubber Bands	1	
11	Whiteboard Marker - Black	2	
12	Permanent Marker - Blue	2	
13	Permanent Marker - Black	2	
14	Calculator	1	
15	A4 Paper	10	
16	Blue Pen	10	
17	Scissors	1	
18	Thin Cotton String	1	
19	Blu Tack	1	
20	Blank Sorting cards	100	
21	Rubber Thimble	1	
22	Lamp Rechargeable	1	
23	Resealable Bags - Clear	2	
24	Cello tape	1	
25	Voter List Marking Stencil	2	

26	Magnifying glass	1	
27	Binder Clip (Bulldog Clip) 50mm (pack of 24)	1	
28	Paper Clip 50mm (pack of 100)	1	
E	Tunics		
29	Election Officials - Blue	10	
30	Presiding Officer - Purple	2	
31	Venue Queue Controller - Orange	2	
32	Assistant Presiding Officer - Blue	2	
F	Signages		
33	Polling Station	2	
34	Designated Area	1	
35	Queue Here	2	
36	No Smoking	2	
37	Entrance	1	
38	Exit	1	
39	Please Ask for Assistance	2	
40	Washroom	2	
41	Blank	2	
42	Do Not Use Electronic Devices	2	
G	ID card		
43	Election Official	10	
44	Presiding Officer	2	
45	Venue Queue Controller	2	
46	Assistant Presiding Officer	2	
47	Polling Agent	10	
48	Plastic ID Pouch	20	
49	Lanyard	20	

Name of Authorized Representative:

Position:

Signature:

Date:

Company Stamp:

APPENDIX 3 -CATEGORY & COMPLIANCE CONFIRMATION

Bidders are required to fill in the below table to confirm the respective category that they are applying for in this tender.

Tender for Polling Kit Items

#	Categories	# of Items	Tick Category	Fully/Partially Bidding
A	Polling Kit Packaging	2		
B	First Aid Kit	1		
C	Hygiene & Sanitization	4		
D	Stationery	21		
E	Tunics	4		
H	Signages	10		
G	ID Card	7		

Instructions to Bidders for above table ONLY;

1. Please Tick for categories that you are bidding for. Please leave other categories blank; &
2. State whether you are partially or fully bidding in the respective categories.
3. Note this is a Mandatory Section for vendors to Fill and declare.

2026 General Election Polling Kit Tender List				
No	ITEM	QUANTITY PER KIT	QUANTITY TO TENDER	COMPLIANCE (PLEASE STATE WHETHER ITEMS "COMPLY" TO SPECS OR "EXCEED")
A	Polling Kit Packaging			
1	Plastic Polling Kit Plastic Box	1	2200	
2	Cardboard Box - (for Polling Kit)	1	2650	
B	First Aid Kit			
3	Woven First Aid Kit	1	2650	
C	Hygiene and Sanitation			
4	Toilet Paper (singles)	2	5130	
5	Garbage Bag (singles)	5	15650	
6	Tissue (pack)	2	5260	
7	Barrier Tape (30 meter roll)	1	2650	
D	Stationery			
8	Stamp Pad ink - blue	1	350	
9	Stamp Pad	1	350	

10	Rubber Bands	1	2650	
11	Whiteboard Marker - Black	2	6060	
12	Permanent Marker - Blue	2	6260	
13	Permanent Marker - Black	2	6260	
14	Calculator	1	2650	
15	A4 Paper	10	26490	
16	Blue Pen	10	31300	
17	Scissors	1	150	
18	Thin Cotton String	1	550	
19	Blu Tack	1	2550	
20	Blank Sorting cards	100	264900	
21	Rubber Thimble	1	650	
22	Lamp Rechargeable	1	2550	
23	Resealable Bags - Clear	2	5100	
24	Cello tape	1	2650	
25	Voter List Marking Stencil	2	5100	
26	Magnifying glass	1	2550	
27	Binder Clip (Bulldog Clip) 50mm (pack of 24)	1	2650	
28	Paper Clip 50mm (pack of 100)	1	2650	
E	Tunics			
29	Election Officials - Blue	10	18090	
30	Presiding Officer - Purple	2	2440	
31	Venue Queue Controller - Orange	2	5100	
32	Assistant Presiding Officer - Blue	2	5300	
F	Signages			
33	Polling Station	2	2100	
34	Designated Area	1	550	
35	Queue Here	2	3900	
36	No Smoking	2	5100	
37	Entrance	1	2550	
38	Exit	1	2550	
39	Please Ask for Assistance	2	5100	
40	Washroom	2	5100	
41	Blank	2	3600	
42	Do Not Use Electronic Devices	2	1300	
G	ID card			
43	Election Official	10	26500	
44	Presiding Officer	2	5300	

45	Venue Queue Controller	2	5100	
46	Assistant Presiding Officer	2	5300	
47	Polling Agent	10	26500	
48	Plastic ID Pouch	20	18000	
49	Lanyard	20	18000	