



Fijian Elections Office
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Supply of Ballot Boxes

(RFT)(04/2026)

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 of 45litre and 86litre Ballot Boxes to be used in the 2026 General Election. The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable companies to submit tender for supply of ballot boxes.

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 04/2026 – Supply of Ballot Boxes "

**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 Ballot Box 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 take note and provide the following with their submissions:

1 - SPECIFICATIONS FOR TRANSLUCENT PLASTIC BALLOT BOX AND WITH LID - 45LITRES

- **Quantity: 400 (A sample Ballot Boxes to be submitted with the Tender Submission)**
- Translucent ballot box made of plastic (*Copolymer Polypropylene – PP*) and compliant with the following minimum requirements:
 - Material: Constructed of random/clarified Copolymer Polypropylene (PP) with additive for enhance impact resistance
 - Similar plastic material that conforms with same characteristics of durability, resistance and degree of flexibility are also accepted
 - Solid construction in one piece without any join
 - Translucent as that allows light to pass through only diffusely but that cannot be seen through in details. This could be associated to a degree

of transparency of approximately 80%. The ballot box should allow voters to recognise the shape of the ballot inside the box but not to see any inscriptions on it

- Translucent on 5 sides according to the request from client
- Stackable (minimum four high when full and closed) and nestable (when empty);
- Sealable by using **five (5) pull tight-tight security seals** (as one for each side of the box to seal the lid to the box, and one (1) additional will be used for sealing the ballot slot on the lid);
- Durable for repeated usage and resistant to rough weather conditions (tropical weather, extreme heat...etc.);
- Box capacity: inner volume of minimum **40 litres** (+10% acceptable) for > 500 x A3 folded ballots;
- Thickness of material: Minimum 5.0 mm;
- Weight: defined by vendor, but combined weight of box and lid not to exceed **5 kg**;
- Lid: sealable lid with voting slot to be included:
 - Removable lid, attachable to the box by **5 pull tight security seals**;
 - Dimensions to match and provide reliable closure of the ballot box;
 - Hinged flap sealable by one (1) pull tight security seal for closing and sealing a single ballot slot with dimensions sufficient for ballot paper (folded to A5);
 - Colour: lids provided for all ballot boxes must be of a consistent colour; unless specified by client; Colour options:
 - **400 lids in Blue**

2 - SPECIFICATIONS FOR TRANSLUCENT PLASTIC BALLOT BOX AND WITH LID - **86 LITRES**

- **Quantity: 1200** (A sample Ballot Boxes to be submitted with the Tender Submission)
- Translucent ballot box made of plastic (*Copolymer Polypropylene – PP*) and compliant with the following minimum requirements:
 - Material: Constructed of random/clarified Copolymer Polypropylene (PP) with additive for enhance impact resistance
 - Similar plastic material that conforms with same characteristics of durability, resistance and degree of flexibility are also accepted
 - Solid construction in one piece without any join
 - Translucent as that allows light to pass through only diffusely but that cannot be seen through in details. This could be associated to a degree of transparency of approximately 80%. The ballot box should allow voters to recognise the shape of the ballot inside the box but not to see

- any inscriptions on it
- Translucent on 5 sides according to the request from client
- Stackable (minimum four high when full and closed) and nestable (when empty);
- Sealable by using **Five (5) pull tight-tight security seals** (as one for each side of the box to seal the lid to the box, and one (1) additional will be used for sealing the ballot slot on the lid);
- Durable for repeated usage and resistant to rough weather conditions (tropical weather, extreme heat...etc.);
- Box capacity: inner volume of minimum **70 litres** (+10% acceptable) for > 1,000 x A3 folded ballots;
- Thickness of material: Minimum 5.0 mm;
- Weight: defined by vendor, but combined weight of box and lid not to exceed **8 kg**;
- Lid: sealable lid with voting slot to be included:
 - Removable lid, attachable to the box by **5 pull tight security seals**;
 - Dimensions to match and provide reliable closure of the ballot box;
 - Hinged flap sealable by one (1) pull tight security seal for closing and sealing a single ballot slot with dimensions sufficient for ballot paper (folded to A5);
 - Colour: lids provided for all ballot boxes must be of a consistent colour; unless specified by client;
 - Colour option: **1200 lids in Fiji Blue**

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. **Detailed Delivery Times to FEO Warehouse & Payment Terms**
4. **Samples of Ballot Box 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 Ballot Boxes.

1. Please refer to the approved artwork for Ballot Boxes Specifications (**Available on the FEO website under tenders**);
2. Bidders are to carefully read the specification provided in this RFT Document together with the specifications in the approved artwork and quote accordingly;
3. The FEO will not consider any deviations from the approved artwork.

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 7. 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.	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	
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.

#	Detailed Description of Ballot Box	Qty	Warranty Period	Unit Price (VIP) in Fijian Dollars	Total Price in Fijian Dollars
1					
2					
3					

Name of Authorized Representative:

Position:

Signature:

Date:

Company Stamp: