



Fijian Elections Office
My Election, My Fiji

Provision of Postal Voting Courier Services

(RFT)(05/2026)

REQUEST FOR TENDER

Closing Date: 4pm Friday 8 May 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 [FEO] invites reputable courier service companies that have core experience, capability & capacity in the delivery of secured postal locally and internationally, to submit tender for provision of Postal Voting Courier Services.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable companies to submit tender for provision of Postal Voting Courier Services.

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 05/2026 – Provision of Postal Voting Courier Services"

**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.

SPECIFICATION TENDER FOR POSTAL VOTING COURIER SERVICES

1.0 Introduction

The 2026 General Election Postal Ballot Plan involves the distribution of postal packages to various countries across the globe. The FEO has divided these countries into regions to ensure that the Tender for the transmission of the postal packages is spread amongst different companies. It is noted that there are certain companies who specialize in certain regions and this type of bidding will assist in sourcing the best supplier for the region. As such the FEO has divided the globe into various regions as follows:

- i. Local (Fiji);
- ii. Pacific Islands;
- iii. Australia and New Zealand; and
- iv. Rest of the World.

2.0 Postal Voting Quantity

The quantity of postal packages to be sent will be determined by the number of postal voters approved to receive postal ballot in the 2026 General Election. The quantity required may not exceed 10,000 for overseas voters and approximately 20,000 for local voters.

3.0 Items to be couriered.

3.1 The package sent will include the following:

1. Sending Envelope (C4 - 229mm x 324mm)
2. Postal Ballot Paper (folded to fit A5 envelope)
3. Postal Vote Secret Envelope (A5 - 148mm x 210mm)
4. Transmission Envelope (C5 - 162mm x 229mm)
5. Pre-paid return Envelope (C4 - 229mm x 324mm)
6. Voter Instruction Booklet (A5)
7. Postal Voting Instruction Brochure - A4 size (3 folds)
8. Return Envelope- satchel (C4) (Tamper Proof Envelope).
9. Feedback form (A5)

3.2 The return package will include the following:

1. Return Envelope (C4) (Tamper Proof Envelope)
2. Postal Ballot Paper (folded to fit A5 Envelope)
3. Postal Vote Secret Envelope (A5 - 14.8mm x 210mm)
4. Transmission Envelope (C5 - 162mm x 229mm)
5. Pre-paid return Envelope (C4 - 229mm x 324mm)
6. Feedback Form (A5)

4.0 Weight

The approximate weight of each package will be less than 0.5kg. The breakdown of item and their respective weight is provided below:

1. Sending Envelope (C4) - 30g
2. Postal Ballot Paper - 30g
3. Postal Vote Secret Envelope (A5)-15g
4. Transmission Envelope (C5)- 20g
5. Pre-paid return Envelope (C4)-30g
6. Voter Instruction Booklet (A5)- 150g
7. Postal Voting Instruction Brochure - 20g
8. A feedback form (A5)- 10g

The weight of the satchel will be determined based on the sample provided by the suppliers/tenderers. **Please note that the weights are estimated and may be subject to change.**

5.0 Destinations: Regions

5.1 Local (Fiji)

The estimated voter numbers for this region would not exceed 20,000. The following areas will be part of the postal voting option for local voters;

1. Urban Areas (including cities, towns and all peri urban areas)
2. Rural Areas; and

3. Maritime Areas.

The tenderer for the above region (Local) will need to specify the following:

1. Number of days it takes to send postal packages from the Postal Centre, Suva to the above-mentioned areas and
2. Number of days required to dispatch (return) the packages to Postal Center.

5.2 Overseas

The final list of countries for these regions will be finalized after the close of application for postal voting at 5pm, twenty-one (21) days prior to the Polling Day.

5.2.1 Pacific Island Countries

	Country	Estimated Numbers
1	American Samoa	194
2	Cook Islands	328
3	Kiribati	27
4	Marshall Islands	85
5	Nauru	143
6	New Caledonia	4
7	Niue	1
8	Papua New Guinea	94
9	Samoa	65
10	Solomon Islands	37
11	Tonga	68
12	Tuvalu	30
13	Vanuatu	45
	Total Pacific Islands	1,121

5.2.2 Australia and New Zealand

	Country	Estimated Numbers
1	Australia	3,998

2	New Zealand	2,955
	Total Australia & New Zealand	6,953

5.2.3 Rest of the World

	Country	Estimated Numbers
4	Austria	5
5	Bahamas	1
6	Belgium	4
7	Canada	93
8	China	3
9	Cyprus	21
10	Czech Republic	1
11	Denmark	1
12	Egypt	1
13	Ethiopia	1
14	France	29
15	Germany	67
16	India	1
17	Indonesia	3
19	Iraq	4
20	Ireland	2
22	Italy	1
23	Japan	3
24	Kenya	2
25	Kuwait	29
27	Lebanon	6
28	Malaysia	4
29	Mexico	2
30	Netherlands	8
31	Oman	6
32	Philippines	1

33	Qatar	9
35	South Korea	7
36	Singapore	2
38	Spain	2
39	Switzerland	15
40	Syria	21
42	United Arab Emirates	121
43	United Kingdom	1,087
44	United States of America	1,701
45	Vietnam	1
46	Zambia	1
	Total	3,264

The tenderer for regions 5.2.1, 5.2.2 and 5.2.3 will need to specify the following:

1. Number of days it will take to send packages from the Postal Centre, Suva to the mentioned destinations and
2. Number of days it will take to dispatch packages back to FEO Postal Centre, Suva.

6.0 Tracking System

Each postal package needs to be tracked. The successful tenderer should demonstrate the ability to track packages through a tracking system and provide a dedicated web access to FEO personnel.

The tenderer should be able to provide the FEO with pre-printed tracking labels/stickers/barcodes.

7.0 Tamper Envelope (Satchels)

- 7.1 The successful tenderer will be responsible for supplying the tamper envelopes (satchels) and should be part of the tender. The satchels should be made of monolayers or co-extruded Polyethylene film.

The satchels should have at least two (2) security features. These could include, but not limited to:

1. Tamper Proof

- a. Any attempt to tamper with the closed envelope in any known way, must leave unequivocal and unchangeable signs;
- b. The signs must be clear and not subject to any misinterpretation;
- c. The signs must be clearly visible at an arm's length; and
- d. The envelope's tamper-detection feature must only activate when there is a genuine attempt to interfere with the envelope and must not trigger during normal handling.

2. Tamper Resistance

- a. FREEZING - Attempts to open the security tape at cold temperatures, below ambient temperature and down to 45°C result in the appearance of the word "STOP" and/or the breaking of the security tape;
- b. HEATING - Attempts to open the security tape by use of heat above ambient temperature, result in the appearance of the word "STOP" and/or the breaking of the security tape, and/or distortion of the polyethylene; and
- c. DISSOLVING - Attempts to open the envelope by dissolving the glue with different solvents cause a partial or full disappearance of the red colored, diagonally printed lines on the security tape and/or the disappearance of the blue background.

7.2 The successful tenderer should be able to maintain enough quantity to facilitate both the outward dispatch of Postal Ballot Packages and the return of completed Postal Voting packages by voters and should be able to cater for all the regions.

8.0 Presentation

The tenderers applying for Tender will need to present on how they propose to carry out the 2026 General Election postal voting courier services for the FEO.

9.0 Referees

Tenderer is to provide the name and addresses of two (2) clients who can verify the capacity of the tenderer to deliver a quality product and services within a tight timeframe.

10.0 Pricing

The pricing should include all charges and taxes in Fijian Dollars.

The tenderer may offer different prices where they wish to vary the security features to be incorporated into the envelopes.

Payment is to be made only upon confirmation of successful delivery.

11.0 Legal Implications

The successful tenderer shall be responsible for the safe, secure and timely delivery of all postal ballot packages and shall be liable for any loss, delay, tampering or damage arising from negligence or failure to meet agreed service standards.

12.0 Confidentiality

All postal voting materials shall be treated as confidential electoral materials. The tenderer must ensure strict chain of custody controls, prevent unauthorized access and comply with all FEO electoral security protocols.

13.0 Return Logistics

The tenderer shall be responsible for the collection, consolidation and return delivery of completed postal ballots to the FEO Postal Centre, Suva within agreed timelines.

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/PA
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, Delivery of Good/Service 5. 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	
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.

#	Region	Number of Transit Days (FEO HQ to Destination)	Number of Transit Days (Destination to FEO HQ)	Price (VIP) FJD
Local (Fiji)				
1.	All Urban Areas			
2.	All Rural Areas			
3.	All Maritime Areas.			
Pacific Island Countries				
4.	American Samoa			
5.	Cook Islands			
6.	Kiribati			
7.	Marshall Islands			
8.	Nauru			
9.	New Caledonia			
10.	Niue			
11.	Papua New Guinea			
12.	Samoa			
13.	Solomon Islands			
14.	Tonga			
15.	Tuvalu			
16.	Vanuatu			
Other Countries				
17.	Australia			
18.	New Zealand			
19.	Austria			
20.	Bahamas			
21.	Belgium			
22.	Canada			
23.	China			

24.	Cyprus			
25.	Czech Republic			
26.	Denmark			
27.	Egypt			
28.	Ethiopia			
29.	France			
30.	Germany			
31.	India			
32.	Indonesia			
33.	Iraq			
34.	Ireland			
35.	Italy			
36.	Japan			
37.	Kenya			
38.	Kuwait			
39.	Lebanon			
40.	Malaysia			
41.	Mexico			
42.	Netherlands			
43.	Oman			
44.	Philippines			
45.	Qatar			
46.	South Korea			
47.	Singapore			
48.	Spain			
49.	Switzerland			
50.	Syria			
51.	United Arab Emirates			
52.	United Kingdom			
53.	United States of America			
54.	Vietnam			
55.	Zambia			

Name of Authorized Representative:

Position:

Signature:

Date:

Company Stamp: