



Fijian Elections Office  
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# **Provision of Polling Station Sheds & Other Related Materials**

(RFT) (06/2026)

# **REQUEST FOR TENDER**

**Closing Date:** 4pm Friday 10 July 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 companies with experience in the Scaffolding Sector to submit tender for Supply, Installation and Removal of Polling Station Sheds and Other Related Materials at polling venues for the upcoming 2026/2027 General Election, to submit tender for Provision of Polling Station Sheds & Other Related Materials.

## **Purpose**

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable companies to submit tender for the Provision of Polling Station Sheds & Other Related Materials.

## **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](mailto: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 06/2026 – Provision of Polling Station Sheds & Other Related Materials"**

**The Tender Board,  
Fijian Elections Office.**

Tender submissions should only be emailed to [tenders@feo.org.fj](mailto: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 - TENDER FOR POLLING STATION SHEDS & PARTITIONS**

### **Background**

Polling Station Sheds and related materials will be required in all four (4) Divisions (*Central, Eastern, Western & Northern*). These Polling Station Sheds and related materials will need to be ready a day (1) prior to Polling Day and will be used as Polling Venues to receive voters who will be casting their votes.

### **Number Required & Distribution**

The number of sheds and other materials required will differ for each Division. The final number will be provided by the Fijian Elections Office (FEO), once the Writ for the 2026/2027 General Election is issued. However, a provisional list is provided at the end of this document with detailed explanation, for potential vendors to calculate their costs factoring into account the materials, labour & logistics required for tender purposes.

### **Demonstration of Setup**

The successful vendor will be required to provide a full demo setup for the FEO at a time and location given by FEO.

## **Contingencies**

Due to the nature of conducting general elections and the uncontrollable circumstances surrounding it (*weather, occurrence of natural disasters, unavailability of venues on polling day*), the FEO will provide the successful vendor or vendors the number of items required after the Writ for the 2026/2027 General Election is issued.

To ensure that the successful vendor provides for the materials required in a timely and co-ordinated manner, the total number of items required includes a contingency sum which vendors need to provide in the event this is required by the FEO at the respective Divisions mentioned in the table given at the end of this document.

## **Adjournment of Polling**

In circumstances of force majeure, where polling at one or more polling stations cannot commence or is adjourned after commencement on Polling Day, the successful bidder may be required to maintain the polling setup on site for additional day(s) as directed by the FEO.

Any additional costs associated with the extended setup period shall be charged based on the same rates and pricing structure submitted and approved under this Tender. No additional or revised rates shall apply unless otherwise approved in writing by the FEO.

## **Categories of Polling Venue Requirements**

For tender and costing purposes, polling venue requirements have been classified into four (4) categories based on the type of venue setup and operational requirements anticipated across the four Divisions. Vendors are required to carefully review each category and provide costing, materials, labour, transport, setup, dismantling, and contingency arrangements accordingly.

The categories are described as follows:

### **Category A – Grounds with No Structures**

This category applies to locations where no existing building or polling venue infrastructure is available. Full polling station sheds and related facilities (Furniture and others) will be required to be constructed and installed by the vendor. For a detailed description with quantity, please refer to the table below.

### **Category B – Existing Structures that Require Additional Sheds**

This category applies to existing polling venues where additional external sheds, furniture and other electrical and convenience items are required to accommodate extra polling stations or voter waiting areas. For a detailed description with quantity, please refer to the table below.

### **Category C – Existing Structures that Require Additional Partitions**

This category applies to venues such as halls, schools, churches, and community centres where internal partitions are required to create multiple polling stations within the same venue, please refer to the table below.

### **Category D – Existing Structures that Require Furniture and Fittings**

This category applies to existing polling venues that only require additional operational furniture, lighting, electrical fittings, portable toilets, and related support equipment. For a detailed description with quantity, please refer to the table below.

### **Site Inspection ( Mandatory)**

The site assessment will help bidders determine the availability and source of electricity for each polling shed, as well as identify any additional requirements such as the number of electrical poles, cabling, or related infrastructure necessary for the setup.

To facilitate this process, bidders may liaise directly with the respective Divisional Managers as follows:

- Northern Division – Divisional Manager North (Mr. Lasaro Naivalu) – 8902734
- Central Division – Divisional Manager Central (Mr. Aseri Baivi) – 8902735
- Western Division – Divisional Manager West (Mr. Peni Natau) – 8932441
- Eastern Division – Divisional Manager Eastern (Ms. Mereseini Vosa) - 8908744

This requirement is anticipated to enable bidders to make informed assessments of the sites and submit more accurate and realistic tender proposals.

The provisional quantities provided under each category are estimates only and may be amended by the FEO following the issuance of the Writ for the 2026/2027 General Election.

**Category A – Grounds with no Structures**

A	Requirements: Venues without Structure	Particulars	Central		Eastern		Western		Northern		Total	
			Required	Contingency	Required	Contingency	Required	Contingency	Required	Contingency		
			Shed									
1	Shed 7 meters x 7 meters x 3 meters (Length, width and height) 1 x Entry with ramp & railings 1 x Exit with ramp & railings Waiting Area (L-7m x W-7m x H-3m)	These items will be standard and will be required as per stated provisional quantities provided to the right	56	25	0	5	28	25	29	15	183	
			56	25	0	5	28	25	29	15	183	
			56	25	0	5	328	25	29	15	483	
			20	10	0	2	3	2	8	2	47	
2	Furniture Folding tables (1.8 meters by 0.8m) Folding chairs		168	75	0	15	84	75	87	45	549	
			560	250	0	50	295	250	290	150	1845	
			Furniture									
3	Others 2 x 4ft Tube lights 2 x power point 2 x portable waterloo		Others									
			112	50	0	10	60	50	58	30	370	
			112	50	0	10	60	50	58	30	370	
			169	50	0	10	84	50	89	30	482	

**Category B – Existing Structure that Requires Sheds**

B	Requirements: Venues that require additional PS (Sheds)	Particulars	Central	Eastern	Western	Northern	Total	
1	Shed 7 meters x 7 meters x 3 meters (Length, width and height) 1 x Entry with ramp & railings 1 x Exit with ramp & railings	These items will be standard and will be required as per stated provisional quantities provided to the right	Shed					
			24	5	25	15	69	
			24	5	25	15	69	
			24	5	25	15	69	
2	Furniture Folding tables (1.8 meters by 0.8m) Folding chairs		Furniture					
			69	15	75	45	204	
			230	50	250	150	680	
3	Others 2 x 4ft Tube lights 2 x power point 2 x portable waterloo		Others					
			46	10	50	30	136	
			46	10	50	30	136	
			71	15	75	45	206	

**Category C – Existing Structure that Requires Additional Partitions**

C	Requirements: Partitions for Hall (School, Church, Community Hall etc.)	Particulars	Central	Eastern	Western	Northern	Total	
1	Partition 7 meters x 3 meters (Length and height)	Partition is to create multiple polling Station in a venue	Partition					
			40	0	23	17	80	

**Category D – Existing Structure that Requires Tables and Chairs**

D	Requirements: Existing Structure that requires furniture and fittings	Particulars	Central	Eastern	Western	Northern	Total	
1	Furniture	These items will be standard and will be required as per stated provisional quantities provided to the right	Furniture					
	Folding tables (1.8 meters by 0.8m)		78	0	78	51	207	
	Folding chairs		260	0	260	170	690	
2	Others		Others					
	4ft Tube lights		52	0	52	34	138	
	Power point		52	0	52	34	138	
	Portable waterloo		1	0	0	13	14	

## **Important Mandatory Notes to Vendors**

### **Readiness and Setup Requirements**

The successful vendor shall remain fully responsible for the security, safety, and condition of all polling sheds, structures, materials, and related installations until formal handover to the FEO, which shall occur one (1) day prior to Polling Day.

Where the setup is completed prior to the official handover date, the vendor shall ensure that appropriate security and safeguarding measures are in place. The FEO shall not be held responsible for any loss, theft, damage, vandalism, or deterioration of the setup or materials occurring before the formal handover to the FEO.

Any discrepancies identified by the FEO during inspection shall be rectified by the vendor prior to the commencement of polling.

The successful vendor shall be capable of setting up polling station sheds and related materials within the timelines provided by the FEO.

The successful vendor shall provide evidence of having sufficient additional materials and resources in stock to cater for contingency setups as and when required by the FEO.

### **Safety Compliance**

All scaffolds and structural components provided by the vendor shall be:

In full working and operational condition (shall have OHS compliance certificate)

Properly maintained (Free from cracked floorboards and rusty components)

Suitable for safe public use

Able to withstand heavy rainfall, strong winds, and adverse weather conditions

Scaffolds and structural equipment used for the setup of polling station sheds shall not be more than two (2) years old, unless properly maintained and certified as safe for operational use.

All tables, chairs, and supporting equipment supplied by the vendor shall be in good working condition and suitable for operational use during polling activities.

All polling station sheds shall include properly constructed ramps and handrails to allow safe and convenient access for persons using wheelchairs, mobility aids, elderly persons, and voters with disabilities.

All ramps, access points, and flooring surfaces shall be fitted with non-slip materials to ensure safe movement of voters and staff, particularly during wet or rainy weather conditions with slope length on minimum 240cm.

The polling station shed floor shall be elevated to a minimum clearance of thirty (30) centimeters above ground level to prevent water from entering the structure during rainfall or flooding conditions. This requirement is mandatory.

No flooring shall be placed directly on the ground surface.

The flooring structure shall be stable, level, and structurally sound, with the capacity to safely accommodate heavy pedestrian traffic, polling equipment, and wheelchair access throughout the polling period.

The vendor shall ensure that water does not enter the polling station shed during rainfall and shall take

all necessary measures to protect the structure from water ingress.  
Access to the polling station shed shall be wheelchair-friendly (disability inclusive) and designed to remain safe and non-slippery during rainy or wet weather conditions.

### **Operational Capability**

Partition requirements will differ for the four (4) Divisions. These partitions are used to section off rooms to allow for one or more polling stations to be set up in a venue.

The successful vendor shall ensure that sufficient contingency partitions are available for venues such as halls, community centers, schools, and churches that may require additional partitions.

The vendor shall ensure that approximately one hundred (100) additional partitions are available as contingency stock across the Divisions at the same agreed unit cost.

Where required, the vendor shall provide appropriate dry access to the polling station shed from the nearest footpath or roadway to ensure that voters and staff can safely access the polling station during wet or rainy conditions.

All scaffolds and related equipment shall be suitable for deployment across all locations in Fiji as required by the FEO.

### **Utilities and Technical Services**

The successful vendor shall be responsible for arranging and connecting temporary electrical supply from the polling station sheds to the main power source at each location.

The vendor shall liaise directly with the relevant utility provider, including Energy Fiji Limited (EFL) where applicable, to ensure proper and safe electrical connections at each polling venue.

The successful vendor shall be responsible for arranging and installing any additional electrical poles, cabling, or supporting infrastructure required to supply electricity safely and reliably to the polling station sheds where existing power supply points are not available or are insufficient.

Each polling station located within a polling shed shall be equipped with either:

Two (2) LED daylight bulbs of approximately 100 watts each, or

Two (2) 4-foot LED tube lights

The vendor shall ensure that adequate lighting is provided outside the polling station shed to support safe voter movement and security operations, with flood lighting preferred where required.

All temporary electrical connections required for polling station operations shall be provided as a separate one-off cost item in the tender submission.

### **Logistics and Post-Polling Responsibilities**

The Vendor shall ensure that no damage is caused to the existing property during setup.

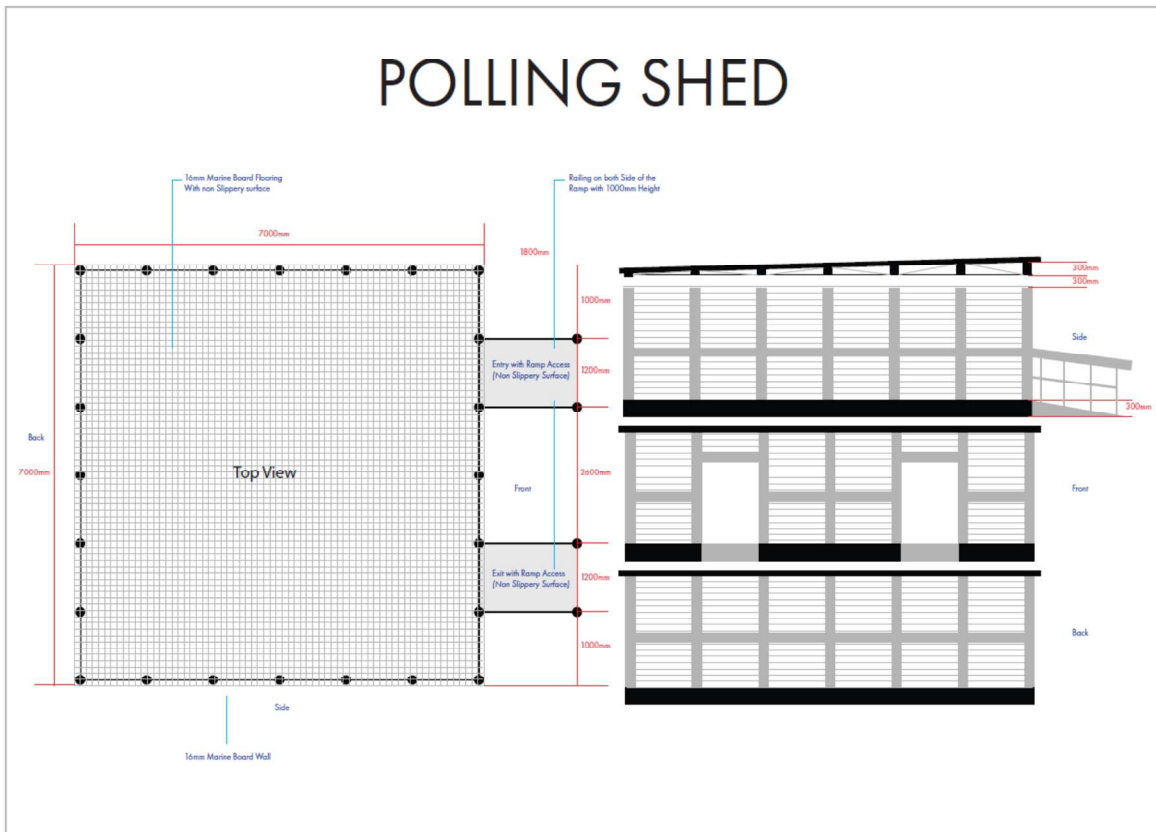
The polling station sheds and related material will be handed over to the designated vendor for dismantling immediately after the notification of completion of the election process. Vendor shall take full responsibility thereafter.

The vendor shall ensure that all materials and equipment are accounted for and removed safely without

causing damage to the polling venue or surrounding property.

### Costing and Commercial Requirements

The vendor shall ensure that the costing for each polling station shed and related materials is provided as a uniform or one-off cost, regardless of the number of days the equipment remains on site due to operational requirements or unforeseen circumstances.



### 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	<b>Organization Name</b> (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	<b>Profile of Company which should include;</b> 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	<b>Price Bid Form</b>	This Sheet to be filled in Fully, stamped and Signed	
4	<b>Letter of Transmittal</b> 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	
<b>STATUTORY OBLIGATION</b>			
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	
<b>SUPPLIER EXPERIENCE, DELIVERY &amp; SUPPORT</b>			
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	
<b>FINANCIAL INFORMATION</b>			
13	Audited Statement of Financial Performance (Past 3 Years)	Fully Audited, Stamped and Signed	

<b>14</b>	Audited Statement of Income Statement (Past 3 Years)	Fully Audited, Stamped and Signed	
<b>15</b>	Audited Statement of Cash Flow Statement (Past 3 Years)	Fully Audited, Stamped and Signed	
<b>PRICE INFORMATION</b>			
<b>16</b>	Price Validity (90 days Minimum)	Explicitly State Requirements of 90-day validity	
<b>17</b>	Total Final Price should be Quoted in VIP ( <i>DDP- Delivery Duty Paid, CIF-Cost, Insurance, Freight, VAT</i> ) 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	
<b>18</b>	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. Prices to be provided based on the information laid out in the tender specification section under each respective category based on individual quantities or units.

**Category A** – Grounds with no Structures Price

A	Requirements: Venues without Structure	Particulars	Central -Price		Eastern-Price		Western -Price		Northern - Price		Total	
			Required	Contingency	Required	Contingency	Required	Contingency	Required	Contingency		
1	Shed 7 meters x 7 meters x 3 meters (Length, width and height) 1 x Entry with ramp & railings 1 x Exit with ramp & railings Waiting Area (L-7m x W-7m x H-3m)	These items will be standard and will be required as per stated provisional quantities provided to the right	<b>Shed</b>									
2	Furniture Folding tables (1.8 meters by 0.8m) Folding chairs		<b>Furniture</b>									
3	Others 2 x 4ft Tube lights 2 x power point 2 x portable waterloo		<b>Others</b>									

**Category B – Existing Structure that Requires Sheds Price**

B	Requirements: Venues that require additional PS (Sheds)	Particulars	Central -Price	Eastern -Price	Western -Price	Northern -Price	Total
1	Shed	These items will be standard and will be required as per stated provisional quantities provided to the right					
	7 meters x 7 meters x 3 meters (Length, width and height)						
	1 x Entry with ramp & railings						
	1 x Exit with ramp & railings						
2	Waiting Area (L-7m x W-7m x H-3m)						
	Furniture						
	Folding tables (1.8 meters by 0.8m)						
	Folding chairs						
3	Others						
	2 x 4ft Tube lights						
	2 x power point						
	2 x portable waterloo						

**Category C – Existing Structure that Requires Additional Partitions Price**

C	Requirements: Partitions for Hall (School, Church, Community Hall etc.)	Particulars	Central - Price	Eastern-Price	Western-Price	Northern-Price	Total
1	Partition	Partition is to create multiple polling Station in a venue			Partition		
	7 meters x 3 meters (Length and height)						

**Category D – Existing Structure that Requires Tables and Chairs Price**

D	Requirements: Existing Structure that requires furniture and fittings	Particulars	Central - Price	Eastern - Price	Western - Price	Northern - Price	Total	
1	Furniture	These items will be standard and will be required as per stated provisional quantities provided to the right	Furniture					
	Folding tables (1.8 meters by 0.8m)							
	Folding chairs							
2	Others		Others					
	4ft Tube lights							
	Power point							
	Portable waterloo							

Name of Authorized Representative: .....

Position: .....

Signature: .....

Date: .....

Company Stamp: