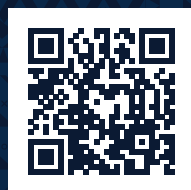


Provision of Vehicle Hire Services

(EOI) (01/2026)

EXPRESSION OF INTEREST

Closing Date: 4pm Friday 4th September 2026



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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 "Expression of Interest" to engage the services of reputable individuals/companies according to the respective divisions as their transportation services provider to be used during the preparation of and during 2026/2027 General Election to submit expressions of interest for the provision of vehicle hire services.

Purpose

The Fijian Elections Office is releasing this Expression of Interest (EOI) to invite reputable companies to submit proposals for the provision of vehicle hire services.

Objectives

An accepted proposal should provide the following:

- Ensure timely delivery
- Achieve value for money in expenditure of public funds
- Administrative Requirements
- Legal Compliance

EOI Coordinator

Upon release of this Expression of Interest (EOI), all bidder communications concerning this EOI must be directed to the Secretariat, EOI Board as listed below.

Pramnesh R Chand

Manager Warehouse, Logistics & Fleet Management

Fijian Elections Office

59 -63 High Street, Toorak,

Suva

Contact :900 2766

Email: pramnesh.chand@feo.org.fj

Please use the EOI Reference Number and Title in all communications with the EOI 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 EOI Coordinator. All communications and information to be provided electronically.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and Management level commitments between proposer 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 proposer'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 EOI 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 EOI.

Vendors must address their EOI submissions to the following address:

"EOI – 01/2026 – Provision of Vehicle Hire Services "
The EOI Board,
Fijian Elections Office.

EOI submissions should only be emailed to tenders@feo.org.fj Hardcopies of EOI submissions **WILL NOT** be accepted.

Once the EOI is closed, bidders may be required to provide further information related to the specifications. All communications and information are to be provided electronically.

EOI Amendments – The FEO reserves the right to request clarification on any proposal or to request 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 EOI schedule or issue amendments to the EOI at any time and reserves the right to cancel or reissue the EOI.

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 that 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 EOI 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 EOI 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.

SCOPE OF REQUIRED SERVICES

1. EVALUATION CRITERIA

The Vehicle specifications **MUST** meet the following criteria in order to be considered;

4 x 4 Twin Cabs

- a. A reliable & robust 4x4 vehicle that is capable of running on all terrain roads of Fiji with the following features;
 - LTA approved vehicle with current fitness;
 - Road Safety Kit – Fire extinguisher, First aid kit, Portable Air Pump, Torch, Road triangles or cones for breakdown;
 - Heavy vehicles must be fitted with an audible reversing alarm.
- b. A vehicle that is well maintained that does not hinder the purpose of travelling;
- c. A vehicle that is well secured and has an effective alarm system;
- d. A vehicle that has the capabilities of carrying at least minimum of four(4) passengers apart from the driver of the vehicle;
- e. The vehicle to be daily vacuumed and washed before reporting to the base station;
- f. A vehicle with an effective air-con system;
- g. A vehicle with a pleasant smell with an effective air-freshener;

- h. A vehicle with a proper first aid kit and proper backup tire;
- i. A vehicle with a luggage carrying tray which is well secured from the weather (tonneau cover) and theft.

3, 5- & 7-Ton Trucks

- a) A reliable & robust truck that is capable of running on all terrain's roads in Fiji with the following features;
 - 1. LTA approved vehicle with current fitness;
 - 2. Road Safety Kit – Fire extinguisher, First aid kit, Portable Air Pump Torch, Road triangles or cones for breakdown;
- b) A vehicle that is well maintained that does not hinder the purpose of travelling;
- c) A vehicle that has the capabilities of carrying at least minimum of two(2) passengers apart from the driver of the vehicle;
- d) The vehicle to be daily vacuumed and washed before reporting to the base station;
- e) A vehicle with a pleasant smell with an effective air-freshener;
- f) A vehicle with a proper first aid kit and proper backup tire;
- g) Preference for Box Truck or with Canopy carrying tray which is well secured from the weather (Rain, Sun, Wind) and theft.

2. DRIVER DETAILS/REQUIREMENTS

The vehicle **MUST** be accompanied by an authorized driver by the owner of the vehicle or the owner himself and must meet the following criteria in order to be considered;

- a) The driver to have a full valid driving license based on the type of vehicle he/she is driving with the required classes to driver different size of vehicle and a defensive driving certificate that is valid for more than a year. Please note that Provisional drivers will not be permitted to carry FEO officials;
- b) The driver to abide by the Land Transport and Authority rules and regulation;
- c) The driver to be dressed in a proper attire whilst driving. Preferred business smart dressing;
- d) The driver to maintain a professional attitude whilst carrying FEO Officials and conducting or assisting with electoral work.
- e) The driver to maintain a working cell-phone that is effective for receiving of phone calls from required passengers.
- f) The drivers must maintain confidentiality of information/matters that they may get access to.

3. FUEL DETAILS/REQUIREMENTS

The vehicle to be maintained at full tank before reporting to base station to prevent any hindrance from stopping over at service stations for refuel.

4. WORKING HOURS

Each driver should not work more than twelve (12) hours per day, also the driver is required to take 30 mins break every three hours. If there is a need for the vehicles to be used longer than twelve (12) hours, backup drivers should be available. This is to prevent drivers from getting fatigued and minimizes the probability of getting into an accident.

5. INSURANCE DETAILS

Apart from mandatory third-party cover for hire vehicle, preference for vehicle hire will be given to companies/individuals that maintain a commercial insurance cover for the intended duration of drive.

6. MANADATORY REQUIREMENTS (Refer Appendix 1)

The mandatory documentation requirements;

- a) A covering Letter to explain how you meet the above-mentioned criteria;
- b) Bank Statement details(Branch, Account Number), M-PAISA Details and MY-CASH Details (**ONLY ONE IS REQUIRED**)
- c) Tin Letter or copy of the joint TIN/FNPF identification card;
- d) Driving License Copy (All drivers assigned to Vehicle including backup drivers);
- e) Third Party Copy;
- f) Commercial insurance cover (*Not mandatory but preference of hire will be for owners that maintain a commercial insurance cover*) ;
- g) Defensive Driving Certificate (DDC) Copy of the driver.

7. CONTRACT DOCUMENTS

All successful candidates will have to enter into a contractual agreement offered by the FEO with the terms and conditions stated in this EOI.

8. TAX COMPLIANCE

Payments to service providers shall me made in accordance with the applicable laws and as per FEO policy.

9. VEHICLES REQUIRED

Division	Project	4x4	Duration	No of Days	3/5 tonne	Duration	No of Days	7 tonne	Duration	No of Days
Central	Divisional Office							1	WD+27 to WD+30 and ED+1 to ED+3	7 Days
	Area Office Vehicle	8	WD to ED+7	51 Days						
	VIG Distribution (Phase 1)	7	WD+23 to WD+33	10 Days						
	VIG Distribution (Phase 2)	13	WD+30 to WD+42	12 Days						
	PVL 3									
	Pre-poll	28	WD+34 to WD+40	7 Days						
	Election Day	47	WD+39 to ED+1	7 Days	47	WD+40 to ED +1	6 Days			
	E-Day and Pre-poll									
Total		103			47			1		
Western	Divisional Office							1	WD+27 to WD+30 and	7 Days

									ED+1 to ED+3	
	Area Office Vehicle	8	WD to ED+7	51 Days						
	VIG Distribution (Phase 1)	10	WD+26 to WD+31	6 Days						
	VIG Distribution (Phase 2)	10	WD+35 to WD+41	7 Days						
	PVL 3									
	Pre-poll	44	WD+34 to WD+41	8 Days						
	Election Day	46	ED-3 to ED+1	5 Days	46	ED-3 to ED+1	5 Days			
	E-Day and Pre-poll									
Total		118			46			1		
Eastern	Divisional Office									
	Area Office Vehicle	2	WD to ED+7	51 Days						
	VIG Distribution (Phase 1)	5	WD+21 to WD+31	10 Days						
	VIG Distribution (Phase 2)									
	PVL 3									

	Pre-poll				2	1 Vehicle 1 day and 1 Vehicle 5 Days	6 Days			
	Election Day	3	ED-3 to ED+2	6 Days	3	ED-3 to ED+1	5 Days			
	E-Day and Pre-poll									
Total		10			5					
Northern	Divisional Office							1	WD+27 to WD+30 and ED+1 to ED+3	7 Days
	Area Office Vehicle	5	WD to ED+7	51 Days						
	VIG Distribution (Phase 1)	10	WD+23 to WD+33	10 Days						
	VIG Distribution (Phase 2)	10	WD+30 to WD+42	12 Days						
	PVL 3									
	Pre-poll	40	WD+34 to WD+40	7 Days						
	Election Day	33	WD+39 to ED+1	7 Days	33	WD+41 to ED+1	5 Days			
	E-Day and Pre-poll									

Total	98			33			1		
Grand Total	329			131			3		

10. **PRICE SET FOR RESPECTIVE VEHICLES**

To offer price per day (24 *Hours Engagement*) which should include driver's pay and fuel charges and any other costs associated for delivery of this service. The FEO will not be liable to make payments of any other costs apart from below rates:

Vehicle Type	Rate Per Day (Including Driver and Fuel)
4 x 4 Twin Cab	\$350.00 per Day (Maximum)
3 Ton Truck	\$500.00 per day (Maximum)
5 Ton Truck	\$600.00 per day (Maximum)
7 Ton Truck	\$700.00 per day (Maximum)

REQUIREMENTS FROM THE BIDDERS

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

1. **Appendix 1** - Company /Individual Information
2. **Appendix 2** - Driver Details
3. **Appendix 3** - Declaration Form

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

APPENDIX 1-FEO ADMINISTRATIVE EOI CHECKLIST

Bidders proposing for vehicle hire **MUST** provide the below **Mandatory Documents** as part of their proposal and all details **MUST** be provided and form filled.

COMPANY/INDIVIDUAL INFORMATION FROM	
Full Name of Owner/Company:	
Make of Vehicle & Registration Number	
Year Model	
Email Address	
Mobile Number (Two Options)	
Driving License Number:	
Defensive Driving Details:	
Tax Identification Number and Documents	
Business Registration Number and Documents	
M-Paisa or My Cash Details ➤ Full Name of the Account ➤ Mobile Number Registered ➤ Image of the account screen with Name and Number details on it Bank Details ➤ Name of Bank ➤ Branch Number ➤ Bank Account Number (PROVIDE ONLY ONE)	
Division Applying (Central, Eastern, Western, Northern)- Please state	

APPENDIX 2- DRIVER DETAILS

The driver details should be the authorised persons allocated to drive the vehicle and insured under the respective commercial motor vehicle insurance policy. The copies of the driving license and DDC certificates to be provided with the proposal.

DRIVER DETAILS			
	DRIVER 1	DRIVER 2	DRIVER 3
Full Name			
Driving License Details			
Defensive driving Details			
Mobile Number			

APPENDIX 3 – DECLARATION FORM

Bidders proposing for vehicle hire **MUST** fill in the declaration form and stating that they agree to the terms and condition laid out in the specification section.

Declaration Form

I, _____ (Full Name) of
_____ (Company Name)
located at _____ (Complete Address)

solemnly accept the terms and conditions laid out in the Expression of Interest for Vehicle Hire Services in specification section and any route assigned to the mentioned vehicle in the division as per reference to appendix 1. I will deliver services as per agreed on daily hire rate set out in the EOI.

Signed at _____(Location) on this _____(Day)
of _____ (Month), 2026.

Signature: _____

Stamp (Companies Only)