

Provision of Catering Services

(EOI) (02/2026)

EXPRESSION OF INTEREST

Closing Date: 4pm Friday 16th October 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 Expressions of Interest (EOI) from reputable and qualified Food & Catering firms (Tier 1) and committee groups/individuals (Tier 2) for the provision of catering services during the preparation for and conduct of the 2026/2027 General Election.

Interested service providers may submit an EOI to provide catering services within the Central, Eastern, Western and Northern Divisions, in accordance with the requirements outlined in this document.

Purpose

The purpose of this Expression of Interest (EOI) is to identify and establish a pool of professional and qualified Food & Catering firms (Tier 1) and committee groups/individuals (Tier 2) for the provision of catering services within the Central, Eastern, Western and Northern Divisions. Service providers may be individuals, groups, companies or organisations.

The established pool will enable the FEO to engage suitable catering service providers as and when required during the preparation for and conduct of the 2026/2027 General Election, subject to the FEO's operational requirements and applicable procurement processes.

The catering services are expected to include healthy savouries and snacks for morning tea, together with an agreed menu for lunch. Service providers must ensure that catering services are delivered in a hygienic and professional manner and at a proposed cost.

The FEO does not guarantee any minimum level of business or order quantity. Services will be procured on an “as and when required” basis, subject to the FEO's operational requirements and applicable procurement processes.

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.

Mohammed Shafil Shah

Manager Procurement & Asset Management

Fijian Elections Office

59 -63 High Street, Toorak,

Suva

Contact :222 9502

Email: mohammed.shah@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 – EOI 02/2026 – Provision of Catering 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

In order to be considered eligible, you must provide sufficient evidence to FEO, that you meet or exceed all minimum qualification criteria described in this EOI.

Criteria as follows:

Tier 1 – Established Business, having a commercial space, provide mandatory documents.

Tier 2 – Community Groups or Individuals, have a designated cooking area and hygienic utensils.

Own transport and able to cater for 10% excess raw materials.

MINIMUM QUALIFICATION CRITERIA

Tier 1	Tier 2
Business Registration Certificate and TIN Registration Letter	Tin Registration Letter
Valid Bank Account, M-Paisa or MyCash details	Valid Bank Account, M-Paisa or MyCash details
Commitment and compliance to food safety and hygiene standards (Food Safety Regulations 2009);	Demonstrated knowledge and relevant experience in catering services
Compliance to Occupational Health & Safety (OHS);	Demonstrated knowledge of Pacific Island foods and eating lifestyles, including consideration of participants' health and wellness
Sound knowledge and experience in Catering Services Business;	Good reputation within the community and/or evidence of satisfactory previous catering services
Contactable references and track record for the last two years;	Designated cooking area with hygienic utensils and appropriate food preparation facilities

Good Knowledge of Pacific Island foods and eating lifestyles of Pacific Islanders taking into consideration the health and wellness of participants;	Adequate transportation arrangements for the safe and timely delivery of catering services to designated venues.
Should have adequate financial capability to provide its services in a professional manner;	
Good reputation in market for catering services.	
Adequate transportation arrangements for the safe and timely delivery of catering services to designated venues.	

2. MANDATORY DOCUMENTATION REQUIRED WITH THE PROPOSAL

All interested food & catering firms qualifying must provide the following documents with their proposal:

- a. Corporate profile of the business, general experience information over the last 2 years, firm's history including financial performance; (companies need to provide complete company profile, with a letter from their financial institution that they are secure, upon being selected as pool of vendors).
- b. Specific experience in the field of proposed food & catering services backed with client reference letters clearly stating services provided, year of service and specific outcomes relating to Catering Services. In addition, the statement of experience must include name of business, location, brief description of services, profile of key personnel amongst any other information considered necessary for evaluation purposes;
- c. Groups or individuals qualified for Tier 2 to refer to the above table for the mandatory documents.

3. CRITICAL DELIVERABLES

- a. Guarantee professional resources in culinary and service skills with assurance that all commitments will be carried out to satisfaction.
- b. Caterers must be able to provide a vegetarian, gluten free option in the menu and ensure not to include Sea Food, Beef or Pork in any of the menus at any time and all meats that is to be served should be halal.
- c. The menu should be prepared and ready to be delivered at least two (2) hours before serving.
- d. Cooking will not be done at the venue therefore service providers must provide their own means of transporting the food to the designated venues.
- e. Equipment and food must be ready at the venue at least 30/45 minutes before the proposed break time.
- f. Caterers should have capability to provide catering services for several events at the same date and time, if required.
- g. Caterers shall ensure that the food temperature and holding condition are appropriate to maintain the quality and food texture. (for buffets and portion packs).
- h. Caterers shall hand-over any and all leftover food to FEO after all guests in attendance have been served.
- i. Caterers to cover serving tables, provide necessary kitchen and chinaware, cutlery, food warmers and all other appliances necessary for professional catering.
- j. Proper attired catering personnel to be present at the venue for serving as and when required.
- k. Caterers shall carry an approximate 10% buffer of raw material in addition to the requested number of serves, in cases of urgent orders or increase in number of serves.

4. SCOPE OF SERVICES

- a. For all FEO functions, service providers are required to provide catering for the following categories:
 - i. Morning Tea
 - ii. Lunch
- b. Approved service provider(s) shall ensure to include refreshment for morning tea as per below table:

FEO Proposed Refreshments for Morning Tea	
	Snacks
1.	Sandwiches
2.	Savories
3.	Pastries
4.	Fruits
	Beverages
5.	Tea
6.	Coffee
7.	Juice
8.	Sugar
9.	Milk
Proposed FEO Cost	\$5.00 per head

- c. Approved service provider(s) shall ensure to use below table as guide for lunch:

Menu	
<i>Chinese cuisine</i>	
1.	Chili Chicken
2.	Chicken Fried Rice
3.	Chicken Stir Fry
4.	Chicken Chop Suey
	All served with rice, boiled dalo or cassava.
<i>Indian cuisine</i>	
<i>Non- vegetarian</i>	
1.	Chicken curry
2.	Lamb curry
3.	Chicken / Lamb Palau
4.	Chicken / Lamb Biryani
<i>Vegetarian</i>	
1.	Pumpkin curry/ Veg Curry
2.	Peas and Potatoes curry
3.	Potatoes and Paneer
	Anything suited for indoor catering
	All served with rice or roti (3)
<i>Fijian Cuisine</i>	
1.	Chicken Lovo Pack
	All served with boiled dalo or cassava.
Proposed FEO Cost	\$15.00 per head / selected menu

Beef and Pork items not to be included in the menus list. Food to be Halal.

- d. The total number of participants for any function will be under the following groups;

<u>GROUP CATEGORY</u>	<u># OF PARTICIPANTS</u>
Small Participant Group	1 -25 Adults
Medium Participant Group	26-50 Adults
Large Participant Group	51-100 Adults

5. FEO'S OBLIGATION

- a) FEO shall notify in writing on the number of participants per course and menu changes at least (1 Business day / 24 hours) prior to the course.
- b) FEO does not ensure any minimum or maximum business, as orders may vary and is subject to change as and when required.
- c) FEO shall inform the caterers in advance if it intends to bring in other food and drinks to be served during the event.
- d) FEO shall provide appropriate/adequate space for caterers to hold meals before distribution.
- e) Vendor to share all payment details prior and confirm works with Local Purchase Order.

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** - 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 catering services **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:	
Email Address	
Mobile Number (Two Options)	
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	
13. Division Applying (Central, Eastern, Western, Northern)- Please state	

APPENDIX 2 – DECLARATION FORM

Bidders proposing for catering services **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/Individual Name), located at _____ (Complete Address), hereby declare that the information provided in this Expression of Interest for the **Provision of Catering Services (EOI-02/2026)** is true and correct.

I solemnly accept and agree to comply with the terms and conditions, requirements, specifications, food safety and hygiene standards, Occupational Health and Safety requirements, and service obligations outlined in the Expression of Interest.

I further confirm that the catering services will be provided in accordance with the requirements of the Fijian Elections Office and that all information and supporting documents submitted are accurate and valid.

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

Signature: _____

Stamp (Companies Only)



Fijian Elections Office
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