



Fijian Elections Office
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Printing of Ballot Papers

(RFT) (07/2026)

REQUEST FOR TENDER

Closing Date: 4pm Friday 06th November 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 for Printing, Packing and Delivery of Ballot Papers for the upcoming 2026/2027 General Election and therefore invites reputable and qualified vendors to submit proposals for the tender for Printing of Ballot Papers.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable companies to submit tender for Printing of Ballot Papers for upcoming 2026/2027 General Elections.

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 Warehouse, Logistics & Fleet 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 07/2026 – Printing of Ballot Papers "

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

Tender submission 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 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.

SPECIFICATIONS FOR BALLOT PAPER PRINTING AND PRODUCTION

1. Print Quantity

The quantity of ballot papers to be printed must be determined based on the number of registered voters recorded in the Register of Voters at the time of the issue of the Writ for the Election, together with an approved contingency. The total quantity required is not expected to exceed **870,000 ballot papers**, except in the case of a Force Majeure Event.

2. Size of Ballot Paper

The final size of the ballot paper will be determined by factors including the number of candidates, the dimensions of the candidate sections/squares, font size, candidate information, graphics, and other approved ballot paper design requirements.

For tendering purposes, the indicative ballot paper size is **A2**, incorporating a **counterfoil/stub of at least 30 mm along one edge**.

Tenderers must clearly state the **maximum paper size that their printing equipment is capable of printing and processing**.

The final font style, font size, layout, graphics and other design specifications will be determined in consultation with the successful tenderer and must be subject to the approval of the **Supervisor of Elections**.

3. Counterfoil/Stub

Each ballot paper will incorporate a **counterfoil/stub of a minimum width of 30 mm** along one edge. Ballot papers must be assembled into books containing **50 ballot papers**, together with a front and back cover.

The counterfoils/stubs within each Ballot Book must be numbered sequentially from **1 to 50**, as determined by the FEO.

Each cover page will bear a **barcode containing the corresponding Ballot Book serial number range**.

For example:

Start – 0000001 – 0000050

End – 0869950 – 0870000

The counterfoil/stub must be perforated to enable each ballot paper to be cleanly detached from the Ballot Book without damaging the ballot paper, counterfoil/stub, or remaining ballot papers.

4. Ballot Paper Books

Each Ballot Book will contain **50 ballot papers** and must:

- be tightly stitched;
- have a unique Ballot Book number;
- contain a front and back cover; and
- include information prescribed by the FEO concerning the use, handling and security of ballot papers.

The font style, font size, graphics and other information to appear on the Ballot Book cover will be finalized in consultation with the successful tenderer and approved by the FEO.

Postal Ballot Papers

Postal ballot papers will be **machine-folded into bundles of 50 ballot papers** and wrapped using the approved front cover bearing the applicable unique identification number.

The final folding, bundling, labelling and packaging requirements for Postal Ballot Papers will be confirmed by the FEO prior to production.

5. Print Materials

The following minimum material specifications will apply:

Component	Specification
Ballot Paper	80 gsm offset paper, White background
Front Cover	180 gsm card
Back Cover	300 gsm card
Cover Colour	To be determined by the FEO

Any proposed alternative material must be clearly identified by the tenderer and will be subject to prior approval by the FEO.

6. Ballot Paper Security Features

Each ballot paper must incorporate a **minimum of three (3) security features**.

Security features may include, but are not limited to:

- Special Paper
- trade or bespoke watermarks;
- ultraviolet (UV) sensitive paper or coating;
- micro-printed security codes or text;
- colour-shifting print or ink;
- light-sensitive ink;
- ultraviolet markers;
- security-related paper specifications or dimensions; and
- other suitable security printing technologies proposed by the tenderer.

Tenderers will provide details of the security features they are capable of incorporating into the ballot paper with their price submission.

The final security features will be determined by the FEO in consultation with the successful tenderer.

7. Typesetting and Final Artwork

Typesetting of the ballot paper, Ballot Book cover and associated printed materials will be undertaken in consultation with the FEO.

The successful tenderer will provide proofs for review and approval prior to commencement of final production.

No ballot paper will proceed to final production without the formal approval of the Supervisor of Elections; there should not be any alteration to artwork without prior approval from Supervisor of Elections.

8. Printing Location

The preferred location for the printing and production of ballot papers is Suva.

Tender submissions proposing printing facilities outside the Suva area, but within Fiji, may be considered where the tenderer can demonstrate its ability to meet all production, security, quality assurance, delivery and timeframe requirements specified by the FEO.

Ballot papers will **not be printed outside Fiji**.

9. Printing Timetable and Production Capacity

The ballot paper printing timetable will be determined by the **Writ for Election**, together with the finalization of any objections or appeals relating to candidate nominations and other applicable electoral requirements.

The successful tenderer will demonstrate the capacity and capability to produce and deliver up to **870,000 ballot papers within twelve (12) days**, based on a **24-hour production** operation where required.

Following the issue of the Writ, the successful tenderer will be advised of:

- the earliest date on which printing may commence;
- the latest date by which printing must commence;
- the required production schedule; and
- the final date and location(s) for delivery of the completed ballot papers.

The successful tenderer will ensure that sufficient equipment, personnel, consumables and contingency arrangements are available to meet the required production timeframe.

10. Proof of Concept

Prior to final production, the successful tenderer will be required to produce **sample Ballot Books** for the FEO.

The Proof of Concept must demonstrate the tenderer's ability to meet the required specifications, including printing quality, size, paper, security features, perforation, stitching, numbering, barcoding, folding, assembly and other production requirements specified by the FEO.

Approval of the Proof of Concept will not relieve the successful tenderer of its obligation to meet all requirements of the contract during final production.

11. Accounting and Control of Printing Materials

All materials associated with ballot paper production will be subject to strict accountability and reconciliation requirements.

The successful tenderer must demonstrate a documented process for accounting for all materials used during production, including:

- approved ballot papers;
- make-ready sheets;
- test prints;
- rejected ballot papers;
- printing spoils;
- waste paper;
- offcuts;
- unused paper stock; and
- any other material containing ballot paper artwork or information.

All waste, offcuts, rejected papers and printing spoils must be securely controlled and accounted for throughout the production process.

The successful tenderer will facilitate the **secure destruction of all such materials in the presence of authorised FEO personnel.**

A designated and secure area must be provided within the printing premises to accommodate a **20-foot container** for the storage of shredded waste generated during ballot paper production.

12. Other Printing at the Premises

During the ballot paper make-ready, printing, production and associated processing period, **no printing or production work relating to any political party or candidate must be undertaken at the premises where ballot papers are being produced.**

The successful tenderer will ensure compliance with this requirement for the entire period specified by the FEO.

13. Security of Printing Premises

Tenderers must provide details of the security arrangements at the proposed printing facility.

The security plan must include, at a minimum:

- security personnel;
- CCTV and/or alarm systems, where available;
- staff and visitor identification procedures;
- access passes;
- entry and exit controls;
- restricted areas;
- procedures for granting and denying access;
- visitor and personnel registers; and
- arrangements for protecting ballot paper materials, equipment and production areas.

During the designated ballot paper production period, public access and movement within the relevant production areas must be strictly restricted.

Access will be limited to **authorised personnel only**.

To support the security and integrity of the ballot paper production process, the **Fiji Police Force will station personnel at the printing venue on a 24-hour basis** throughout the designated printing period.

14. Fijian Elections Office Staff Deployment

The FEO will deploy authorised staff to the printing premises throughout the ballot paper production process.

The successful tenderer must provide the following facilities:

- a designated secure area for FEO staff to store personal cabinets supplied by the FEO;
- a designated area for staff meal and refreshment breaks;
- appropriate staff changing rooms;
- a designated area within or adjacent to the production line for Quality Assurance (QA) inspections during printing and packing;
- industrial shredder for shredding offcuts, rejected and damaged Ballot Papers;
- secure storage for rejected and spoiled ballot papers pending reconciliation and destruction;
- 2 x 20-footer shipping container storage space for storing of shredded Ballot Papers;
- a designated area for Quality Assurance of completed Ballot Books, fully protected from adverse weather conditions; and

- a designated secure dispatch area for completed Ballot Books, fully protected from adverse weather conditions and providing suitable truck access and loading facilities;
- a assigned secure transport for daily delivery of Ballot Paper to the FEO Warehouse.

The facilities must be adequate to accommodate approximately 10 FEO staff per shift under a 24-hour operational arrangement.

A total of approximately **30 FEO staff** may be engaged across the ballot paper printing process, excluding accredited media personnel, observers and polling agents.

FEO staff deployed to the printing facility must at all times have appropriate access to designated senior FEO officials responsible for the ballot paper production process.

15. Observers and Accredited Media

The electoral process is subject to observation and transparency requirements.

The Supervisor of Elections may authorise accredited observers, media representatives, polling agents and other authorised persons to visit and observe designated aspects of the ballot paper printing process.

The successful tenderer will make reasonable provision for such visits within its security and access-control arrangements.

All visitors must comply with the security, safety and access requirements applicable to the printing facility.

16. Printing Quality and Variation

The successful tenderer will maintain a **consistent and acceptable standard of printing quality across all ballot papers produced.**

Ballot papers displaying defects, including but not limited to:

- faded printing;
- discoloration;
- smudging;
- misalignment;
- incomplete printing;
- incorrect cutting;
- defective perforation;

- incorrect numbering or barcoding; or
- any other defect affecting the integrity, appearance or usability of the ballot paper, will be treated as rejected ballot papers and must be accounted for in accordance with the approved reconciliation and destruction process.

The successful tenderer will be responsible for rectifying production defects attributable to its printing or production processes.

17. Packaging

Completed Ballot Books must be packed in **sequential order**.

Each carton must contain **30 completed Ballot Books**, unless otherwise directed by the FEO.

Each carton will:

- clearly identify its contents;
- show the unique serial number range of the Ballot Books contained within;
- be securely sealed; and
- be individually shrink-wrapped in transparent plastic.

The packaging method must ensure that the finished product is protected against **water, moisture, contamination and damage during handling and transportation**.

Completed cartons will be securely arranged on pallets. Each pallet must be shrink-wrapped and appropriately labelled to identify the number of cartons and other information required by the FEO.

18. Delivery

The successful tenderer must securely deliver the completed cartons and pallets of Ballot Books to the: **Fijian Elections Office, Warehouse, Laucala Beach Suva**.

or to any other secure location designated by the **Supervisor of Elections**.

Delivery will be undertaken in accordance with the timetable, security arrangements, chain-of-custody requirements and other instructions issued by the FEO.

19. Destruction and Handover of Materials

Upon completion of printing, packaging and delivery, and following confirmation of receipt of the ballot papers by the Supervisor of Elections, the successful tenderer must:

- hand over all printing plates used for ballot paper production to the **Manager Special Projects**;

- permanently delete or destroy all ballot paper artwork and associated electronic files held by the tenderer;
- surrender, account for or securely destroy all remaining ballot paper-related paper stock as directed by the FEO;
- account for and securely destroy all printing spoils, rejected ballot papers, make-ready sheets, offcuts and other ballot paper-related waste; and
- provide any required reconciliation or destruction records to the FEO.

All destruction activities must be conducted under the supervision of authorised FEO personnel.

The **20-foot container containing shredded ballot paper waste and associated production waste must be removed from the printer's premises by the Fijian Elections Office** following completion of the required reconciliation and destruction processes.

Final Compliance Requirement

The successful tenderer must comply with all specifications, security requirements, production controls, quality assurance processes, reconciliation procedures and lawful directions issued by the Supervisor of Elections or authorized FEO officials in relation to the printing, production, packaging, storage, dispatch and delivery of ballot papers.

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 above **MANDATORY DOCUMENTS** may be deemed as an incomplete tender submission and may or may not be considered further.

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
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; <ul style="list-style-type: none">1. Name of Directors2. Structure of Ownership of Company3. Full details of Legal and Financial relationship between Subsidiary and Parent company4. Summary of Total employees & established employees that will be dedicated to this Project, Delivery of Good/Service5. 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 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	
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	
FINANCIAL INFORMATION			
12	Audited Statement of Financial Performance (Past 3 Years)	Fully Audited, Stamped and Signed	
13	Audited Statement of Income Statement (Past 3 Years)	Fully Audited, Stamped and Signed	
14	Audited Statement of Cash Flow Statement (Past 3 Years)	Fully Audited, Stamped and Signed	
PRICE INFORMATION			
15	Price Validity (90 days Minimum)	Explicitly State Requirements of 90-day validity	
16	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	
17	Payment Terms (30 Days Account or After Delivery)	Explicitly State Requirements of 30 days Payment	

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.

Note: Ballot papers must be assembled into books containing 50 ballot papers, together with a front and back cover as one unit based on the specifications provided.

Ballot Paper Booklets		Qty	Unit Price (VIP) in Fijian Dollars (Unit Cost per Booklet)	Total Price in Fijian Dollars
1		17,400		
2		17,400		
3		17,400		

Name of Authorized Representative:

Position:

Signature:

Date:

Company Stamp:



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