Fijian Elections Office
My Election, My Fiji

PRINTING OF VOTING INSTRUCTION GUIDE

(RFT) (08/2026)

REQUEST FOR TENDER

Closing Date: 4pm Friday 27th 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 Voting Instruction Guide for the upcoming 2026/2027 General Election and therefore invites reputable and qualified vendors that have experience in the printing sector to submit proposals for the tender for Printing of Voting Instruction Guide.

Purpose

The Fijian Elections Office is releasing this Request for Tender (RFT) to invite reputable companies to submit tender for Printing of Voting Instruction Guide 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 08/2026 – Printing of Voting Instruction Guide "
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.

SPECIFICATION FOR VOTING INSTRUCTION GUIDES (VIGs)
2026/27 General Election

1. Print Quantity

The successful tenderer(s) shall be required to print, assemble, package and deliver Voting Instruction Guides (VIGs) in A4 and A5 sizes for the 2026/27 General Election.

The proposed quantities are as follows:

VIG Type	Quantity
A4 VIG – Polling Stations	46,840
A5 VIG – Voter Awareness and Postal	275,000

The FEO reserves the right to revise the quantities based on the final number of candidates, Polling Stations and operational requirements. Final production quantities shall be confirmed in writing by the FEO.

2. Size of Voting Instruction Guides

The VIGs shall be produced in two sizes:

- A4: 210 mm × 297 mm (Approximately 35 sheets)
- A5: 148 mm × 210 mm (Approximately 35 sheets)

The final number of pages will depend on the number of candidates contesting the General Election and the final artwork approved by the FEO. The tenderer(s) must demonstrate the capacity to produce both sizes within the prescribed production timetable.

3. Assembly and Binding

The VIGs shall be assembled and bound according to the following specifications.

A4 VIG – Polling Stations

- Internal pages printed on 90 GSM Gloss Art Paper, double-sided.
- Saddle stitch booklet.
- Each completed booklet shall be secured with a band for packing.
- A hole shall be provided at the top-right corner to allow the VIG to be secured by string to the Voting Screen.

A5 VIG – Voter Awareness and Postal Voting

- Printed on 90 GSM Gloss Art Paper, double-sided.
- Saddle stitch booklet.
- Finished booklets must be suitable for distribution to voters and for use during voter awareness activities.

All binding must be secure, with no loose pages, sharp exposed edges or defective finishing.

4. Print Materials

The successful tenderer(s) shall use materials that meet the specifications approved by the FEO. All VIGs shall be printed in full colour, ensuring accurate reproduction of candidate photographs, names, political party names, party symbols and voting instructions.

The printing must be clear, legible and consistent throughout the production run.

The tenderer(s) shall ensure that:

- Paper quality and thickness comply with the approved specifications.
- Printing does not result in excessive ink penetration, smudging or show-through.
- A4 VIG must have a durable surface designed to resist marking with normal ball pen. (supply materials for FEO testing)
- Candidate photographs and symbols are accurately reproduced.
- Pages are properly aligned, cut and assembled.
- Binding and finishing meet the approved samples.
- No unauthorized changes are made to the approved artwork or materials.

Any proposed alternative material must receive written approval from the FEO before use.

5. Typesetting and Artwork

Typesetting and preparation of the final VIG artwork shall be the responsibility of the FEO.

The FEO will provide the successful tenderer(s) with the final approved artwork in the required electronic format. The final artwork shall be subject to approval by the Supervisor of Elections (SoE).

The successful tenderer(s) shall not alter, amend, reproduce or distribute the artwork without prior written authorisation from the FEO.

6. Print Location

The printing of VIGs shall be undertaken at premises within Fiji.

The tenderer(s) must clearly identify the proposed printing location and demonstrate that the facilities have sufficient production capacity, equipment, staffing and security arrangements to meet the FEO's requirements.

The FEO reserves the right to inspect the proposed printing premises before and during production. Any change to the approved printing location must receive prior written approval from the FEO.

7. Printing Timetable

The production timetable for the VIGs shall be determined by the issue of the Writ for the General Election, finalisation of candidate nominations and approval of the final artwork.

The successful bidder(s) must prove its ability to package and deliver Voting Instruction Guides (VIGs) in A4 and A5 sizes for the 2026/27 General Election within 12 days to the FEO authorized Warehouse. The FEO assumes 750,000 registered voters will be eligible to cast their ballots in the 2026/27 General Election.

The successful bidder will be notified about the earliest date for commencement of printing, latest date to commence printing and last date to deliver the finished product to the place or places nominated by the SoE after the Writ is issued.

8. Proof of Concept

The successful tenderer(s) shall be required to produce physical samples of the A4 and A5 VIGs for review and approval by the FEO before commencement of mass production.

The samples must demonstrate compliance with the approved specifications, including paper quality, printing, colour reproduction, binding, finishing and overall durability.

The FEO reserves the right to request amendments or additional samples before granting approval for mass production.

9. Other Printing on Premises

During the preparation and printing of the VIGs, the successful tenderer(s) shall not undertake any printing activities relating to political parties or candidates at the premises where the VIGs are being produced.

The successful tenderer(s) must ensure that all production activities remain politically neutral and do not compromise the integrity, confidentiality or security of the electoral process.

10. Security of Printing Premises

The tenderer(s) shall provide details of the security arrangements at the proposed printing premises.

These arrangements shall include, where applicable:

- Security personnel and controlled entry points.
- CCTV surveillance and monitoring.
- Staff identification and access passes.
- Restricted access to production and storage areas.
- Secure storage of artwork, printing materials and completed VIGs.
- Procedures for recording visitors and movement of materials.

Only authorised personnel shall be permitted access to areas where VIGs are being produced, assembled, packed or stored. The FEO reserves the right to implement additional security measures where necessary.

11. Quality Assurance

The successful tenderer(s) shall establish and maintain a comprehensive quality assurance process throughout printing, assembly, binding, packaging and delivery.

The FEO may station authorised officers at the printing premises throughout the production period to conduct independent quality assurance checks.

The quality assurance process shall include verification of:

- Approved artwork and page sequence.
- Candidate photographs, names and party symbols.
- Printing quality and colour consistency.
- Paper quality and dimensions.
- Binding and finishing.
- Accuracy of printed quantities.
- Packaging and labelling.

Any defective or non-compliant VIGs identified during production must be replaced by the successful tenderer(s) at no additional cost to the FEO.

12. Observers

The electoral process may be subject to observation by accredited observers. The Supervisor of Elections may authorize accredited persons to visit the printing premises and observe the production of VIGs.

The successful tenderer(s) shall make appropriate provisions for such visits in their security and access arrangements. All observer visits shall be coordinated and authorised by the FEO.

13. Offset / Printing Variation

The successful tenderer(s) shall maintain consistent printing quality throughout the entire production run. There shall be no unacceptable variations in colour, print alignment, clarity, paper quality or finishing.

VIGs displaying faded printing, discoloration, incorrect page sequencing, damaged binding or other defects shall be deemed non-compliant. The successful tenderer(s) shall be responsible for replacing defective products at their own cost.

Failure to maintain the required quality standards may result in contractual remedies or penalties in accordance with the terms and conditions of the contract.

14. Packaging

The successful tenderer(s) shall be responsible for counting, sorting, assembling, packaging and labelling all completed VIGs in accordance with packing lists and distribution instructions provided or approved by the FEO.

14.1 A4 VIGs – Polling Stations

A4 VIGs shall be packed together by individual Polling Station according to the following allocation:

- 20 A4 VIGs per Polling Station.

Each Polling Station package shall clearly identify:

- Division.
- Area Office.
- Total number of VIGs in the package.

The completed Polling Station packages shall be consolidated by Area Office and prepared for delivery to the respective Area Offices as directed by the FEO.

Contingency VIGs shall be packed and labelled separately according to the allocation instructions provided by the FEO.

14.2 A5 VIGs – Voter Awareness

A total of 250,000 A5 VIGs shall be produced for voter awareness activities.

The VIGs shall be counted, packed in bundles of 50 and labelled according to the approved divisional allocation.

The proposed distribution quantities are:

Division / Office	Quantity
Central	94,065
Eastern	9,794
Northern	33,825
Western	89,744
SEA / FEO Headquarters	22,572
Total	250,000

The completed VIGs shall be packed and made ready for delivery as instructed by the FEO.

14.3 A5 VIGs – Postal Voting

A total of 25,000 A5 VIGs shall be produced for Postal Voting. The VIGs shall be counted, packed in bundles of 50 separately from the voter awareness and polling VIGs.

Each carton shall clearly indicate that the contents are intended for Postal Voting, including the VIG size and quantity. The completed VIGs shall be packed and made ready for delivery as instructed by the FEO.

14.4 General Packaging Requirements

All packages must be securely packed to prevent damage, moisture exposure or loss during handling, storage and transportation.

The successful tenderer(s) shall ensure that all cartons are clearly labelled and accompanied by accurate packing lists. The FEO reserves the right to inspect and verify packed quantities before dispatch.

15. Delivery

The successful tenderer(s) shall ensure that all VIGs are completed, properly packed, and made available within the agreed timelines for collection by the courier service arranged by the FEO.

The tenderer(s) shall ensure that:

- All packages are correctly labelled.
- Completed products are protected for transportation.
- Delivery will be arranged with selected courier by FEO.

The FEO reserves the right to reject VIGs that do not comply with the approved specifications, quantities or packaging requirements. Any shortages, incorrect allocations or damaged VIGs shall be rectified by the successful tenderer(s) at no additional cost to the FEO.

16. Destruction of Materials

Upon completion of printing, packaging, delivery and acceptance of the VIGs by the FEO, the successful tenderer(s) shall ensure the secure destruction of all unauthorized remaining materials relating to the production of the VIGs.

These materials shall include:

- Printing plates and production masters.
- Artwork and electronic production files.
- Rejected or defective VIGs.
- Printing waste and surplus printed sheets.
- Any remaining materials containing electoral information.

No production materials, printed VIGs or electronic artwork files shall be retained, reproduced, distributed or used for any other purpose without written authorisation from the FEO.

The successful tenderer(s) shall provide the FEO with a Certificate of Destruction confirming that all relevant materials have been securely destroyed. The FEO reserves the right to witness or verify the destruction process.

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 COMPLY/PARTIAL COMPLY/NOT COMPLY
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, 5. Delivery of Good/Service 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 goods 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	

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: Cost for printing of individual Voting Instruction Guide must factor in the specifications laid out in the tender document.

#	VIG	Qty	Unit Price (VIP) in Fijian Dollars (Unit Cost Per Booklet)	Total Price in Fijian Dollars
1	A4 Size VIG- Polling Stations	46,840		
2	A5 Size VIG- Voter Awareness & Postal	275,000		

Name of Authorized Representative: .....

Position: .....

Signature: .....

Date: .....

Company Stamp:

Fijian Elections Office

My Election, My Fiji

FOLLOW US ON