



# RESERVE BANK OF FIJI



## EXPRESSION OF INTEREST - PREFERRED SUPPLIER LIST

The Reserve Bank of Fiji (RBF) invites written submissions for Expressions of Interest (EOI) from suitably qualified local vendors who wish to be included in its Preferred Suppliers List for the supply of good and services.

The detailed requirements and specifications including terms and conditions of this tender can be accessed from the RBF Website [www.rbf.gov.fj](http://www.rbf.gov.fj) or collected from Podium 3, Reserve Bank Building, Pratt Street, Suva

All EOI's are to be submitted via email or in sealed envelopes marked:

### **‘CONFIDENTIAL – EXPRESSION OF INTEREST FOR PREFERRED SUPPLIER LIST’**

And be placed in the Box provided on Podium 3 at the Reserve Bank Building. One copy of the EOI document is sufficient.

Submissions should be addressed to:-

**The Governor  
Reserve Bank of Fiji  
Private Mail Bag  
Suva**

**Submissions via email should be sent to the RBF Board Secretary, Ms Subrina Hanif, [subrina@rbf.gov.fj](mailto:subrina@rbf.gov.fj).**

All EOI prices should be in Fijian Dollars and VAT inclusive. Incomplete and late EOI will not be considered. The lowest EOI may not necessarily be accepted. Both successful and unsuccessful companies will be notified by formal correspondence. The EOI submission closes on **Friday, 17 November 2023 at 4.00p.m.**

For more information please contact: -

**Ms Melania Tamaue  
Manager General Administration Services  
Currency & Corporate Services Group  
Reserve Bank of Fiji  
Telephone: 3223 388  
Email: [melania@rbf.gov.fj](mailto:melania@rbf.gov.fj)**



## SPECIFICATION

### EXPRESSION OF INTEREST - PREFERRED SUPPLIER LIST

#### **A. Introduction**

The Bank aims to enhance its Procurement functions with the selection of preferred suppliers for the supply of goods and services.

The selection of preferred supplier will provide assurance that the Bank's business relationships are with reputable vendors at all times.

A Preferred Supplier Program (PSP) is an organized system and process of selecting, engaging and monitoring suppliers that have the potential to bring long-term value to the Bank in terms of quick sourcing and procuring of goods or services at competitive prices with minimal effort.

#### **B. Objective:**

Preferred Supplier procurement practices are one of the essential elements of good governance. Thus, the Bank with effective procurement planning, robust internal purchasing systems will try and mitigate high risk associated with the procurement process.

We aim to identify and shortlist the best potential vendors and to maintain a preferred supplier listing as an efficient way to save time and effort in the procurement process. Furthermore we seek the potential vendors to reduce the timeline to source and procure goods and services at competitive prices with minimal effort and friction.

#### **C. Scope of Work**

The Reserve Bank of Fiji invites Expressions of Interest from suitably qualified local vendors who wish to be included in its Preferred Suppliers List/Panel for supply of good and service under the following categories for the following:

<b>Plant &amp; Properties</b>	<ul style="list-style-type: none"><li>• Electrical Services and accessories supplier</li><li>• Hydraulic Services and accessories</li></ul>
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	<ul style="list-style-type: none"> <li>• Carpentry and Joinery Services</li> <li>• Civil and Structural Services</li> <li>• Mechanical equipment Services and structural Engineering/fabrication</li> <li>• Building Services Consultants</li> <li>• Draftsmen/Architects</li> <li>• Interior decorators/Painters</li> <li>• Abseiling contractors</li> <li>• Carpet, vinyl tile, wall paper supplier/installer</li> <li>• Water Proofing &amp; Membranes supplier/installer</li> <li>• Steel Fabrication</li> <li>• Aluminum &amp; Glass</li> <li>• Generator &amp; Power</li> <li>• Electronic Security System</li> <li>• Office Furniture &amp; Equipment</li> <li>• Safety Equipment Supplies</li> <li>• Door &amp; Window Hardware</li> <li>• Blinds, Panels &amp; Screen</li> <li>• Signage Fabrication</li> <li>• Locks &amp; locksmith</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Software license renewals</li> <li>• Structured cabling service</li> <li>• Hardware support renewals</li> <li>• Supply of IT consumables and peripherals</li> <li>• Supply of new hardware and software</li> </ul>
<b>General Administration Services</b>	<ul style="list-style-type: none"> <li>• General Stationery</li> <li>• Laundry Services</li> <li>• Tea Supplies</li> <li>• Toiletry Supplies</li> <li>• Office Equipment</li> <li>• Valuers</li> <li>• Printing Services</li> <li>• Travel Agency Services</li> </ul>

All expression of interest shall include the following:

• Detailed Company profile	• Valid Business License (Certified Copy)*	• Provisional Tax Certificate
• Directors CV and Statement of Position	• Tax Compliance Certificate (Certified Copy)*	• Current Resource capabilities
• Articles Memorandum of Association	• Certificate of VAT Registration (Certified Copy)*	• List of significant past projects undertaken & role
• FNPF compliance letter (Certified Copy)*	• OHS Company Policy Statement (Certified Copy)*	• Written Recommendations from 3 reputable Referees
• Certificate of Registration of company*	• Workmen Insurance Covers (Certified Copy)*	• Describe how the vendor's experience will benefit the Bank with the successful delivery of goods and service deliver.

\* indicates mandatory documents for submission to be considered compliant

#### **D. EOI PROCESS**

The steps below provide a brief outline of the RBF EOI process.

1. EOI is advertised in the local newspapers and the RBF Website.
2. Interested vendors can liaise with RBF to clarify any issues before submitting their EOI.
3. Vendors to submit EOI within time specified.
4. Analysis of submitted EOI by RBF.
5. Clarification of EOI items, if necessary.
6. Seek approval from the Tenders Committee
7. Identify and shortlist the best potential vendors
8. Awarding of EOI.
9. Meeting with selected vendor in regards to delivery.
10. Maintain a preferred supplier.
11. A review of the preferred supplier listing will be done every three years, however the selected vendors will undergo an annual assessment process.

**The Bank reserves the right to accept or reject any EOI submission received.**