



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR EOI
NO.8/2025:**

**SUPPLY OF FUEL SERVICES TO
FRCS FLEET AND EQUIPMENTS**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ADVERTISEMENT	3
1.0. GENERAL TERMS AND CONDITIONS	4
1.1. Format of Response	4
1.2. Late Submissions	4
1.3. Applicants to Inform Themselves	4
1.4. Bidder's Risk	4
1.5. Selection of Preferred Applicant	5
1.6. Conduct of Applicants	5
1.7. Currency	5
1.8. Bidder Eligibility Criteria:	5
1.9. Bidder Submissions Requirement	6
1.10. Mergers, Acquisition, Sales of Applicant	6
1.11. Enquiries	6
2.0. BACKGROUND	6
2.1. Scope of Services	7
2.2. Duration	7
2.3. FRCS Office Locations	7

ADVERTISEMENT

The following are excerpts and addendums from the advertisement for Fiji Revenue and Customs Service as it originally appeared in the local media and should be used as the basis to submit your proposals:

1.0. GENERAL TERMS AND CONDITIONS

The following general terms and conditions will apply.

1.1. Format of Response

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organizations.
- b. Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the proposal, including their expected roles in negotiations; and
- c. Provide a contact name, address, facsimile number and email address which FRCS will use in serving notices to the bidder.

1.2. Late Submissions

Submissions received within Five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.

1.3. Applicants to Inform Themselves

Each applicant should:

- a. Examine this specifications document and any documents referred to within; and any other information made available by FRCS to the applicants.
- b. Obtain any further information about the facts, risks and other circumstances relevant to the EOI by making all lawful inquiries.
- c. Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.

By submitting their proposal, applicants will be deemed to have:

- a. Examine the EOI specifications and any other information made available in writing by FRCS to the applicants.
- b. Examined all information relevant to the risks, contingencies, and other circumstances influencing their proposal and which is obtainable by the making of reasonable inquiries.

1.4. Bidder's Risk

FRCS accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the EOI or any participation in the process.

1.5. Selection of Preferred Applicant

No proposal will necessarily be selected by FRCS as the preferred solution/s. The FRCS Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FRCS reserves the right to cancel this EOI and pursue an alternative course of action at any time.

Selection of Preferred Applicant will not be acceptance of the proposal, and no binding relationship will exist between the preferred applicant(s) and FRCS until a written agreement acceptable by FRCS is executed by an authorized officer of FRCS and the successful applicant(s).

1.6. Conduct of Applicants

Conduct of Applicants or any of their consortium members may affect the outcome of their responses, including non-consideration of the proposal. Applicants warrant FRCS that they (and their consortium members) have not and will not engage in any of the following activities in relation to this Tender process:

- a. Lobbying of or discussions with any politician or political groups during this Tender process.
- b. Attempts to contact or discuss the Tender process with officers, any member or staff or contractor currently working in FRCS or any agent of this Department, Exception to Evaluation Committee members.
- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel.
- d. Accepting or providing secret commissions.
- e. Seeking to influence any decisions of FRCS by improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.7. Currency

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

1.8. Bidder Eligibility Criteria:

Interested fuel companies must provide the following:

- 1- A company profile, including registration details
- 2- A list of service stations available nationwide (with locations)
- 3- Proof of experience in providing fuel card services
- 4- Valid business licenses and certificates .
- 5- Details of the fuel card system offered, including security features.
- 6- Demonstration of financial stability
- 7- Clientele from corporate and government institutions.

1.9. Bidder Submissions Requirement

Each bidder must:

- 1- A formal letter of interest.
- 2- A detailed outlined proposal:
 - a- The fuel system and its features
 - b- The total number of fuel stations and their locations
 - c- Pricing structure and applicable discounts.
 - d- Reporting and invoicing processes.
 - e- Copies of business registration, Tax compliance certificate and other industrial certifications.

1.10. Mergers, Acquisition, Sales of Applicant

Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.

1.11. Enquiries

- All questions and enquiries regarding this EOI are to be made in writing via email or official letter.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

2.0. BACKGROUND

Fiji Revenue and Customs Service (FRCS) invites reputable and qualified fuel suppliers to submit an Expression of Interest (EOI) for the provision of fuel services for FRCS vehicles and equipment's via card services. The selected supplier will facilitate the supply of fuel through a fuel card system, allowing FRCS vehicles to refuel at designated service stations across Fiji. FRCS owns a total of 34 vehicles across Fiji. Twelve are Unleaded and eighteen are Diesel . FRCS use approximately ten thousand liters of fuel per month depending on the operations and work nature.

2.1. Scope of Services

The selected fuel supplier will be required to:

- 1- Provide fuel to FRCS
- 2- Provide fuel cards for each vehicle and equipment
- 3- Allow FRCS vehicles to refuel directly from the supplier and alternative supplier if they refuel from uncovered location.
- 4- Provide a secure and efficient fuel card system.
- 5- Provide invoice every month end for reconciliation and payment
- 6- Provide back-up support in case of emergencies, holidays and weekends.
- 7- Provide updates on card expiry dates and new renewals.

2.2. Duration

Bidder to specify on their contract period.

2.3. FRCS Office Locations

FRCS offices are located at various locations across Fiji. Our Head Quarters is based at Nasese conner of Ratu Sukuna Road Suva. Other locations are Sigatoka, Nadi, Lautoka, Ba, RakiRaki, Nausori, Labasa, Savusavu, Levuka.

