



**FIJI REVENUE AND
CUSTOMS SERVICE**

**SPECIFICATIONS FOR TENDER
NO.11/2025 : AC Maintenance and
Services**

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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:

**FIJI REVENUE AND
CUSTOMS SERVICE**

Request for Tender (RFT)

The Fiji Revenue and Customs Service (FRCS) invites submissions from individuals and companies who are interested in providing the following services:

- I. Tender No. 09/2025 - Pest Control and Fumigation
- II. Tender No. 10/2025 - Sanitation and Hygiene
- III. Tender No. 11/2025 - Air Conditioning Maintenance and Services

Interested parties will be provided with a specific brief and are expected to make submissions based on the specification. Detailed Tender specifications are available from the FRCS website <https://www.frcs.org.fj/tenders/> and clarifications should be directed through email to tenders@frcs.org.fj

The lowest or any submissions shall not necessarily be accepted. FRCS reserves the right to accept or reject any or all submissions without providing the reasons.

Submissions must be submitted and delivered in a sealed envelope clearly marked with the relevant tender reference number and name, addressed and posted on the following address:

**The Chairman
FRCS Tender Board
Fiji Revenue and Customs Service
Private Mail Bag
Suva, Fiji**

OR hand delivered to Fiji Revenue & Customs Service Complex, Building 2, Level 3, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasele, Suva, Fiji no later than 12pm on 23rd May 2025.

A world class revenue service delivering excellence in revenue collection, border protection, trade and travel facilitation

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 Tender 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 Tender 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 Tender 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 Tender 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 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. Corporate Information

Each applicant must provide the following information :

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration);
- b. Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company.
- c. A full description of the current operations of the company including the most recent audited financial statement.
- d. A copy of the company's Certificate of Incorporation.
- e. Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding.

- f. Provision of details of any legal proceedings that are being done against the company.

1.9. Qualification and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal. (Tax, VAT and FNPF).
- b. Be able to demonstrate that it will be able to meet its financial obligations under this Tender.

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 Tender 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. REQUIREMENTS AND SPECIFICATIONS

2.1. Technical Specifications

The Tender submission should contain detailed specifications of the proposed solution including supplier contracts for queries and clarifications.

2.2. Late Submissions

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

2.3. Compliance

Compliance should be:

- a. Full Compliance(FC)
- b. Partial Compliance(FC)
- c. Non-Compliance(NC)

Reference to documents supporting compliance to be provided.

2.4. Submissions must include the following:

- a. Company experience
- b. Tax compliance
- c. VAT registration
- d. FNFP compliance
- e. References from previous clientele

- f. Methodology of Work
- g. Business registration certificate
- h. Business profile

2.5. FRCS Office Locations

Item No.	Office Description	Physical Location
1	FRCS Complex, HQ	Elizabeth Drive, Nasese
	FRCS Nasova, Dog Kennel	Nasova, Nasese
2	FRCS Suva Wharf	Fiji Ports, Suva/Rodwell Rd, Suva
3	FRCS Queens Warehouse	Harris Rd, Suva
4	FRCS Nakasi	GMR Warehouse, Nakasi
5	FRCS Nausori	FDB Building, Nausori Town
6	FRCS Nadi Votualevu	Challenge Engineering Complex, Votualevu
7	FRCS Nadi Baggage Hall	Nadi Airport
8	FRCS Nadi Dog kennel	Nadi Airport
9	FRCS Lautoka compliance & Revenue Bldg.	Tavewa Avenue, Lautoka
10	FRCS Lautoka Wharf	Fiji Ports, Lautoka
11	FRCS Levuka	Fiji Ports, Levuka
12	FRCS Labasa	Ratu Raobe Building, Labasa
13	FRCS Savusavu	Main St, Savusavu
14	FRCS Ba	FIFA Building, Main St, Ba Town
15	FRCS Rakiraki	FDB Building, Rakiraki
16	FRCS Sigatoka	FDB Building, Sigatoka

2.6. Site Assessment and Inspection

- Inspection and Assessment are **not compulsory**; however, Tenderers are encouraged to visit and examine the site and confirm the AC listings to obtain, at their own responsibility and expense, all information that may be necessary for preparing for their respective tender submission.
- Assessment and inspection schedules are listed below for Tenderers perusal and information:

Location	Date of Inspection:	Time:
FRCS Complex, HQ	15/05/2025	09:00AM - 09:30AM
FRCS Nasova, Dog Kennel	15/05/2025	09:45AM - 10:00AM
FRCS Suva Wharf	15/05/2025	10:30AM - 11:30AM
FRCS Queens Warehouse	15/05/2025	11.45AM - 12.00PM

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FRCS Nakasi Warehouse	15/05/2025	12:45PM - 01:00PM
FRCS Nausori	15/05/2025	02:00PM - 02:15PM
FRCS Sigatoka	16/05/2025	09:00AM - 09:30AM
FRCS Nadi Votualevu	16/05/2025	10:15AM - 10:30AM
FRCS Nadi Airport Office	16/05/2025	10:45AM - 11:00AM
FRCS Nadi Dog Kennel	16/05/2025	11:15AM - 11:45AM
FRCS Lautoka Building 1	19/05/2025	Under Renovation
FRCS Lautoka Building 3	19/05/2025	09:00AM - 09:30AM
FRCS Lautoka Janty (Temporary)	19/05/2025	09:45AM - 10:00AM
FRCS Lautoka Wharf	19/05/2025	10:30AM - 11:30AM
FRCS Ba	19/05/2025	Under Renovation
FRCS Rakiraki	19/05/2025	01:00PM - 01:30PM
FRCS Levuka	NA	Not Applicable - Details will be shared to tenderers
FRCS Savusavu	NA	Not Applicable - Details will be shared to tenderers

- Tenderers must provide attendance confirmation to the tender@frcs.org.fj email address and copy the relevant contact person for inspection a day prior of inspection. This is to avoid any access constraints for wharf-based offices.
- FRCS shall not be held liable for any costs, damages, or losses incurred by the tenderer during or because of the site visit. Tenderers shall undertake the visit at their own risk.
- Contact person for inspections listing below:

1. FRCS Central Ports:

Name: **Mr. Peceli N. Waqavatu**

Title Designation: Senior Properties and Administration Officer

Phone: (679) 9989481

Email: pwagavatu001@frcs.org.fj

2. FRCS Western Ports:

Name: **Mr. Sudesh Naidu**

Title Designation: Properties and Fleet Officer

Phone: (679) 9984424

Email: snaidu006@frcs.org.fj

2.7. FRCS AC Listings and Scope of Works

Location	Unit Brand	BTU Size	Unit Type	Unit Location	No. of Unit
FRCS Complex, HQ	Daikin	24000	Cassette	B3L4	1
	Daikin	24000	Cassette	B3L4	2
	Daikin	48000	Ceiling Suspended	B2L4	2
FRCS Nasova, Dog Kennel	Daikin	30000	Wall Mounted	Admin Block	1
FRCS Suva Wharf	LRL	24000	Cassette	Office Space	4
	LRL	18000	Wall Mounted	Breakout Room	3
	LRL	9000	Wall Mounted	Server Room	1
FRCS Queens Warehouse	Daikin	12000	Wall Mounted	Office Space	1
FRCS Nakasi Warehouse	Daikin	24000	Wall Mounted	Office Space	1
FRCS Nausori	AUX	24000	Cassette	Back Office	2
	AUX	48000	Cassette	Reception	1
	AUX	24000	Wall Mounted	Lounge	1
	AUX	9000	Wall Mounted	Manager Office	2
FRCS Sigatoka	Gree	36000	Cassette	Office Space	2
	Daikin	24000	Wall Mounted	Office Space	1
FRCS Nadi Votualevu	Daikin	36000	VRV Cassette	Office Space	10
	Daikin	24000	Wall Mounted	Office Space	7
			Exhaust Fan	Toilet	4
			Fresh Air Fan	Office Space	6
FRCS Nadi Airport Office	Daikin	18000	Wall Mounted	Office Space	7
FRCS Nadi Dog Kennel	Daikin	30000	Wall Mounted	Admin Block	1
FRCS Lautoka Building 1	Daikin	36000	Cassette	Office Space	18
	Daikin	24000	Wall Mounted	Meeting Rooms	12
	Daikin	18000	Wall Mounted	Meeting Rooms	3
	Daikin	9000	Wall Mounted	Small Meeting Rooms/ Server	7

FRCS Lautoka Building 3	Daikin	36000	Cassette	Office Space	2
	Daikin	24000	Wall Mounted	Office Space	4
FRCS Lautoka Janty (Temporary)	Daikin	36000	Cassette	Office Space	3
	Daikin	18000	Wall Mounted	Office Space	3
FRCS Lautoka Wharf	Daikin	18000	Wall Mounted	Office Space	3
FRCS Ba	Daikin	24000	Wall Mounted	Office Space	4
	Daikin	18000	Wall Mounted	Meeting Rooms	2
	Daikin	9000	Wall Mounted	Meeting Rooms	3
FRCS Rakiraki	Daikin	24000	Wall Mounted	Office Space	3
FRCS Levuka	Daikin	24000	Wall Mounted	Office Space	2
FRCS Savusavu	Daikin	36000	VRV Cassette	Office Space	2
	Daikin	18000	Wall Mounted	Office Space	3

2.7.1. Normal Servicing – Monthly Indoor Unit Tasks

- Check the A/C grills.
- Clean return air filters.
- Check fan blades.
- General check up on all electrical connections and terminals including control wiring.
- Record fan amperage readings at maximum fan speed.
- Check for sensor calibration.
- Report on general status and condition.

2.7.2. Normal Servicing – Monthly Outdoor Unit Tasks

- Measure and record refrigeration suction and discharge pressure/temperature.
- Check unit for undue noise and vibrations and rating.
- Check for corrosion.
- Check the condenser coil and fins.
- Inspect protective finish.
- Measure and record compressor and motor amperages.
- Check electrical connections and status.

2.7.3. General (Strip) Servicing – 6 Monthly Basis

Indoor Unit Tasks

- Strip up all panels and covers.
- Check and clean air filter.
- Chemically clean evaporator coils.
- Check for noisy fan motor bearing and advise if it needs to be changed.
- General checkup of all electrical connections and terminals.
- Assemble the units.
- Install the unit to its original position.

2.7.4. General (Strip) Servicing – 6 Monthly Basis

Outdoor Unit Tasks

- Dismantle the unit panels and cover.
- Clean condenser coils.
- Check for corrosion, de-rust and apply a coat of anti-rust guard.
- Inspect protective finish, repairs as required.
- Check for noisy fan motor bearing and advise if it needs to be changed.
- Assemble the units.
- Check system suction and discharge pressure/temperatures.
- Check unit for rattles and noise etc.

Tenderers shall allow for **five (5) breakdown callouts, system checks, and diagnostics at no additional costs** to FRCS a month. These services must include labor and transport charges associated with the unit check-up.

2.8. Cost Submission

Tenderers are strictly required to adhere to the provided Cost Submission Table format below when submitting their financial proposals. All costs must be clearly itemized and presented as specified to ensure consistent and fair evaluation.

GENERAL SUBMISSIONS							
Unit Size	Unit Type	Normal Servicing Cost (VEP)	Strip/General Servicing Cost (VEP)	Gas Leak Maintenance and Refill Cost (VEP)	PC Board Replacement Cost (VEP)	Capacitor Replacement Cost (VEP)	Compressor Replacement Cost (VEP)
9000	Wall Mounted						
18000	Wall Mounted						
24000	Wall Mounted						
36000	VRV Cassette / Ceiling						

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	Suspended						
Unit Size	Unit Type	Unit Preferred Brand	AC New Installation (Allow for 5m run) Cost (VEP)		5m per Run Cost (VEP)		
9000	Wall Mounted	Daikin					
18000	Wall Mounted	Daikin					
24000	Wall Mounted	Daikin					
36000	VRV Cassette Ceiling Suspended	Daikin					

- Tenderers are advised to include any additional costing beyond those explicitly requested in the schedule above, they are permitted to do so. Such additional costs must be clearly itemized and directly relevant to the scope of services outlined in this tender.
- Any supplementary pricing information must be submitted as part of the tender package and clearly marked. FRCS reserves the right to consider or disregard such additional submissions at its sole discretion.