



# FIJI REVENUE AND CUSTOMS SERVICE

## Terms of Reference

|                                  |                                    |
|----------------------------------|------------------------------------|
| <b>Tender Reference</b>          | RFT No. 19/2025                    |
| <b>Tender Title</b>              | Sale of Vehicles                   |
| <b>Release Date</b>              | Friday August 22, 2025             |
| <b>Submission Response Close</b> | Friday September 5, 2025, 12PM FJT |

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## Advertisement

The following is 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 responses:

**FIJI REVENUE AND  
CUSTOMS SERVICE**

**TENDER**

**RFT No. 19/2025 – Sale of Vehicles**

The Fiji Revenue and Customs Services (FRCS) invites tenders for the sale of the following properties below:

| Vehicle No. | Vehicle Type                                                              | Mileage (KM) | Current Condition | Location          |
|-------------|---------------------------------------------------------------------------|--------------|-------------------|-------------------|
| IC 687      | 2015 TOYOTA HIACE <del>15</del> SEATER HIGH ROOF<br>2.5L 2KD TURBO MANUAL | 165,838      | Mobile            | <del>Nasele</del> |
| IB 452      | 2015 TOYOTA PRADO TX MODEL 3.0 2KD TURBO<br>DIESEL AUTOMATIC.             | 180,539      | Mobile            | <del>Nasele</del> |

The Terms of Reference is available on the FRCS website page: <https://www.frcs.org.fj/tenders/>

All tenders must be submitted in a sealed envelope and clearly marked as "RFT No. 19/2025 – Sale of Vehicles" and should be addressed to:

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

Tenders should be dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, ~~Nasele~~, Suva, Fiji no later than 12 pm FJT on Friday 5<sup>th</sup> September 2025.

No other methods of Submission will be accepted.

For queries and other particulars, please contact: Jainiesh Nand Mobile: 998 8765 Email: [jnandoo1@frcs.org.fj](mailto:jnandoo1@frcs.org.fj)

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

## Section 1 – Invitation to Tender

### RFT No. 19/2025 – Sale of Vehicles

1. Fiji Revenue and Customs Service (FRCS), invites written signed tenders from eligible bidders for the given subject.
2. The following attachments form part of the Bidding Documents:
  - Section 1 – Invitation to Tender
  - Section 2 – General Terms and Conditions
  - Section 3 – Bid Data Sheet
  - Section 4 – Forms
  - ☐ Schedule A: Declaration by Bidder – Price
3. Competitive bidding will be conducted under FRCS procurement procedures and guidelines and is open to all eligible companies.
4. Interested bidders can access the tender specifications from the FRCS website page: <https://www.frcs.org.fj/tenders/> at no cost. All documents are in the English language.
5. It is the bidder's responsibility to ensure that the submission is dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, before the specified closing time.
6. Bidders are required to submit compliance certificates/letters from FNPF, FRCS & FNU, as part of their bids. Failure to comply with the requirements of the Bidding Documents may invalidate your submission.
7. Bidders seeking further clarification/information on the Tender and/or the process should contact via email on [tenders@frcs.org.fj](mailto:tenders@frcs.org.fj)
8. Bid responses must be hand delivered before **12pm FJT on Friday September 5, 2025**
9. Late tenders will not be accepted.
10. The highest or any tender may not necessarily be accepted.
11. FRCS reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Tenderer or Tenderers.

## Section 2 – General Terms and Conditions

The following General Terms and Conditions will apply.

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 Format of Response               | <p>The sale is on <b>“as-is-where-is”</b> basis. The highest or any tender need not necessarily be accepted.</p> <p>Each bidder must provide a formal letter of transmittal that must:</p> <ol style="list-style-type: none"> <li>Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization.</li> <li>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</li> <li>Provide a contact name, address, landline number and email address which FRCS will use in serving notices to the bidder.</li> </ol>                                                                                                                                                                                    |
| 1.2 Late Submissions                 | <p>Submissions received within five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.3 Applicants to Inform Themselves  | <p>Each applicant should:</p> <ol style="list-style-type: none"> <li>Examine this specifications document; and any documents referred to within; and any other information made available by FRCS to the applicants.</li> <li>Obtain any further information about the facts, risks, and other circumstances relevant to the tender by making all lawful inquiries.</li> <li>Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.</li> </ol> <p>By submitting their proposal, applicants will be deemed to have:</p> <ol style="list-style-type: none"> <li>Examined the tender specifications and any other information made available in writing by FRCS to the applicants.</li> <li>Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.</li> </ol> |
| 1.4 Bidder’s Risk                    | <p>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 tender process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.5 Selection of Preferred Applicant | <ul style="list-style-type: none"> <li>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.</li> <li>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).</li> </ul>                                                                                                                                                                                                                                                                                                         |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.6 Conduct of Applicants                      | <p>Conduct of Applicants or any of their consortium members, may affect the outcome of their tender responses, including non-consideration of the proposal. Applicants warrant to 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:</p> <ol style="list-style-type: none"> <li>Lobbying of or discussions with any politician or political groups during this tender process.</li> <li>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.</li> <li>Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel.</li> <li>Accepting or providing secret commissions.</li> <li>Seeking to influence any decisions of FRCS by an improper means; or otherwise acting in bad faith, fraudulently or improperly.</li> </ol>                    |
| 1.7 Currency                                   | <p>All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.8 Corporate Information                      | <p>Each applicant must provide the following information:</p> <ol style="list-style-type: none"> <li>Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration);</li> <li>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.</li> <li>A full description of the current operations of the company including the most recent audited financial statement.</li> <li>A copy of the company's Certificate of Incorporation.</li> <li>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.</li> <li>Provision of details of any legal proceedings that are being done against the company.</li> </ol> |
| 1.9 Qualifications and Capability              | <p>Each Applicant must:</p> <ol style="list-style-type: none"> <li>Be FNPF, FRCS compliant (letters to be attached for companies applying).</li> <li>Tax Identification Number (TIN) <b>must</b> be quoted in the submission.</li> <li>Be able to demonstrate that it will be able to meet its financial obligations under this tender.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.10 Mergers, Acquisitions, Sales of Applicant | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.11 Enquiries                    | <ul style="list-style-type: none"> <li>• All questions and enquiries regarding this tender are to be made in writing via email or official letter.</li> <li>• All questions and inquiries will be responded to in writing by email.</li> <li>• Verbal responses will not have any binding on either party.</li> </ul>                                                                                                                                                                                                                                                                                                         |
| 1.12 Confidentiality              | <ul style="list-style-type: none"> <li>• All Companies shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of FRCS in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed.</li> <li>• Any effort by a Tenderer to influence the FRCS in its decisions on Tender evaluation, Tender comparison, or Contract Award may result in the rejection of the Tenderer's Bid.</li> </ul>                                                                                         |
| 1.13 Price Bid                    | The Price(s) should include all non-exempt duties, taxes, and other levies payable by the Tenderer under the contract/purchase order and must be as per the Price Schedule/Bid Form provided.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.14 Bid Validity Period          | The bid shall remain valid for <b>90 calendar days</b> after the deadline of the receipt of the bids.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.15 Notification of Award        | FRCS will notify the successful Tenderer in writing prior to the expiration of the period of Bid Validity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.16 Extension of Validity Period | <ul style="list-style-type: none"> <li>• In exceptional circumstances, prior to the expiration of the proposal validity period, FRCS may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</li> <li>• If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change to the original Proposal.</li> <li>• The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</li> </ul> |

### Section 3 – Bid Data Sheet

| BDS No.     | Description                                                  | Instruction                                                                                                                                                                                                                                                                                                                                                        |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
|-------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|--------------|----------|--------|------------------------------------------------------------|---------|--------|--------|--------------------------------------------------------------|---------|--------|
| 1.          | Condition of Tender                                          | Sale Purchase - sale is on “as-is-where-is” basis                                                                                                                                                                                                                                                                                                                  |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| 2.          | Contract Form                                                | <ul style="list-style-type: none"><li>Tender offer Letter.</li></ul>                                                                                                                                                                                                                                                                                               |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| 3.          | Mandatory Supplementary Documents                            | <ul style="list-style-type: none"><li>Cover Letter</li><li>Schedule A: Forms Declaration by Bidder – Price</li><li>FRCS Tax Compliance Letter (For Companies)</li><li>FNPF Compliance Letter (For Companies)</li></ul>                                                                                                                                             |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| 4.          | Deadline / Submission                                        | <p><b>Date:</b> Friday September 5, 2025</p> <p><b>Time:</b> 12pm FJT</p> <p><b>Mode:</b> Submission to be dropped in the Tender Box located at FRCS Complex, Building 2 – Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva.</p> <p>Tender to be in a sealed envelope and clearly marked as “RFT No. 19/2025 – “Sale of Vehicles ”.</p> |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| 5.          | Vehicle Details                                              | <table><tr><th>Vehicle No.</th><th>Vehicle Type</th><th>Mileage (KM)</th><th>Location</th></tr><tr><td>IB 452</td><td>2015 Toyota Parado TX Model 3.0 1KD Turbo Diesel Automatic</td><td>165,838</td><td>Nasese</td></tr><tr><td>IC 687</td><td>2015 TOYOTA HIACE 15-SEATER HIGH ROOF 2.5L 2KD TURBO MANUAL.</td><td>180,539</td><td>Nasese</td></tr></table>      | Vehicle No. | Vehicle Type | Mileage (KM) | Location | IB 452 | 2015 Toyota Parado TX Model 3.0 1KD Turbo Diesel Automatic | 165,838 | Nasese | IC 687 | 2015 TOYOTA HIACE 15-SEATER HIGH ROOF 2.5L 2KD TURBO MANUAL. | 180,539 | Nasese |
| Vehicle No. | Vehicle Type                                                 | Mileage (KM)                                                                                                                                                                                                                                                                                                                                                       | Location    |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| IB 452      | 2015 Toyota Parado TX Model 3.0 1KD Turbo Diesel Automatic   | 165,838                                                                                                                                                                                                                                                                                                                                                            | Nasese      |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| IC 687      | 2015 TOYOTA HIACE 15-SEATER HIGH ROOF 2.5L 2KD TURBO MANUAL. | 180,539                                                                                                                                                                                                                                                                                                                                                            | Nasese      |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| 6.          | Locations                                                    | FRCS HQ – Nasese                                                                                                                                                                                                                                                                                                                                                   |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |
| 7.          | Clarifications                                               | Jainiesh Nand <a href="mailto:jnand001@frcs.org.fj">jnand001@frcs.org.fj</a>   3243117<br>Colin Alfred <a href="mailto:tenders@frcs.org.fj">tenders@frcs.org.fj</a>   3243104                                                                                                                                                                                      |             |              |              |          |        |                                                            |         |        |        |                                                              |         |        |

**Section 4 – Forms. Schedule A: Declaration by Bidder – Price**

|                          |                  |
|--------------------------|------------------|
| <b>Tender Reference:</b> | RFT No. 19/2025  |
| <b>Tender Title:</b>     | Sale of Vehicles |

We, the undersigned, submit our Price for the above RFT 19/2025 in accordance with the Specification prepared by FRCS.

| <b>Vehicle No.</b> | <b>Tender Price (VIP)</b> |
|--------------------|---------------------------|
| IC 687             |                           |
| IB 452             |                           |

Our Proposal/Offer shall be valid and remain binding upon us for the period of time specified in the General Terms & Conditions. We understand you are not bound to accept any Proposal you receive.

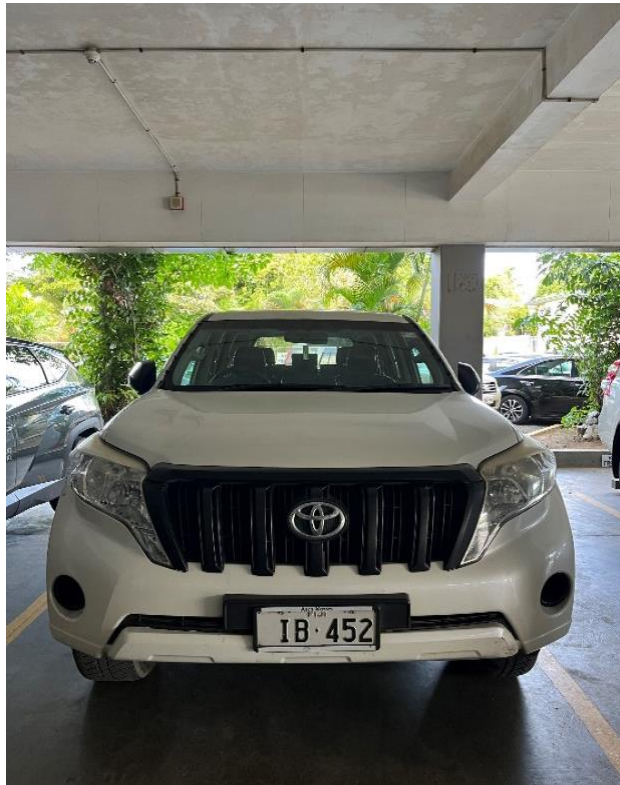
I, the undersigned, certify that I am duly authorized to sign this Proposal and bind it should FRCS accept this Proposal.

Authorized Representative Signature : \_\_\_\_\_  
Authorized Representative Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Date : \_\_\_\_\_  
Phone contact: : \_\_\_\_\_  
Email address: : \_\_\_\_\_

*[Bidders official stamp/seal]*

**Annexure 01**

**IB 452**



**IC 687**



