FIJI REVENUE AND CUSTOMS SERVICE

SPECIFICATIONS FOR

TENDER NO. 41/2026:

LEASE OF MULTI - FUNCTIONAL PRINTERS

Tender Reference	RFT No. 41/2026
Tender Title	Lease of Multifunctional Printers
Release Date	Friday 13th November 2026
Submission Response Close	Friday 27th November 2026, 12PM FJT

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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 NO.41/2026: Lease of Multi-functional Printers

The FRCS invites proposals from authorized suppliers for the lease, supply, installation, maintenance, and support of 30-60 Monochrome Multi-functional Printers and 2-5 Colour Multi-functional Printers for FRCS offices nationwide.

The successful bidder must be authorized resellers and service providers, with certified local support technicians, and be capable of providing brand-new equipment, consumables, maintenance, training, and nationwide support. Tender submissions must demonstrate compliance with all technical and functional requirements and include supporting product datasheets and manufacturer specifications.

Interested bidders can access the Terms of Reference from the FRCS website: https://www.frcs.org.fj/tenders/ or for further information, please email on tenders@frcs.org.fj.

Submissions must be enclosed in a sealed envelope, clearly marked as **RFT 41/2026 – Lease of Multi-functional Printers**, and addressed to:

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

Or it should 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, Fiji **no later than 12.00pm on 27th November 2026.**

FRCS reserves the right to accept or reject any submissions at its discretion, and this RFT does not constitute a contract or offer and is intended solely for the purposes of soliciting interests

Section 1 – Invitation to Tender

RFT NO. 41/2026 – LEASE OF MULTI-FUNCTIONAL PRINTERS

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 – Letter of Invitation
   - Section 2 – General Terms and Conditions
   - Section 3 – Bid Data Sheet (BDS)
   - Section 4 – Schedule of Returnable Forms
     - Schedule A: Declaration by Bidder – Conformity
     - Schedule B: Bidder Information
     - Schedule C: Project Commitment, Experience & Referees
     - Schedule D: Key Personnel
     - Schedule E: Declaration by Bidder – Price
     - Schedule F: Scope of Works
     - Schedule G: Financial Proposal
     - Schedule I: Checklist

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 RFT 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 required under mandatory compliance. Failure to comply with the requirements of the Bidding Documents may invalidate your submission.

7. Bidders are to fill the tender checklist before submission of their bids

8. Bidders seeking further clarification/information on the RFT and/or the process should contact via email on tenders@frcs.org.fj

9. Bid responses must be hand delivered before **12pm FJT on Friday 27th November 2026**

10. **Late tenders will not be accepted.**

11. The lowest or any RFT may not necessarily be accepted.

12. 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	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 organization. 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, landline number and email address which FRCS will use in serving notices to the bidder.
1.2 Late Submissions	Submissions received within five minutes of 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 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. Examined the RFT 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 having an effect on 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 RFT or any participation in the tender 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 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: 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. 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 Fijian 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 or bank guarantee letter stating companies' financial stability. 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. Provision of details of any legal proceedings that are being done against the company.
1.9 Qualifications and Capability	Each Applicant must: a. Be FNPF, FRCS, FNU & VAT compliant (letters to be attached). Tax Identification Number (TIN) must be quoted in the submission. b. Directors to be tax compliant. A copy of tax compliance certificate of the Director to be included in the submission. c. Be able to demonstrate that it will be able to meet its financial obligations under this RFT. The bidder has to have direct partnership with the supplier (Partner Certificate to be included in the proposal) and must be an authorized reseller, distributor and service Centre.

1.10 Mergers, Acquisitions, 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 RFT 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.
1.12 Confidentiality	• 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. • Any effort by a Bidder 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.
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 90 calendar days after the deadline of the receipt of the bids.
1.15 Notification of Award	FRCS will notify the successful Bidder in writing prior to the expiration of the period of Bid Validity. FRCS may sign a contract with the successful Tenderer and issue a Purchase Order for a set duration.
1.16 Extension of Validity Period	• 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. • If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change to the original Proposal. • 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.

Section 3 – Bid Data Sheet

BDS No.	Description	Instruction
1.	Condition of RFT	Fixed Lump Sum
2.	Contract Form	The provisions of the Contract Template are only indicative of the terms and conditions that the parties may ultimately agree to enter and will become binding on the parties after the RFT has been awarded and upon finalization and execution of the contract.
3.	Mandatory Supplementary Documents	• Company Profile including Organization Structure • Key Resources (staff cv) • Professional Indemnity (PI) Cover • Public Liability Cover • Authorized Distributorship • Valid Business License and Registration Certificate • FRCS Tax Compliance Letter for the Business and Directors • FNPF Compliance Letter • FNU Levy Certificate • OHS Compliance Certification • 3 minimum written Clients Reference with contact details • 3 minimum Past Project Experience of Similar Value and Nature ○ Written client references must be within the last 3 years. Bids will not be considered for evaluation unless 3 Client's References are provided. • 3 minimum Past Project Experience of Similar Value and Nature
4.	Public Liability Cover Professional Indemnity Insurance	FJD 1,000,000.00 FJD 1,000,000.00
5.	Liquidated Damages (LD)	FJD 2,500.00 per Calendar Day
6.	Deadline / Submission	**Date:** Friday 27th November 2026 **Time:** 12pm FJT **Mode:** 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. Tender to be in a sealed envelope and clearly marked as "RFT *NO. 41/2026 – LEASE OF MULTI-FUNCTIONAL PRINTERS*".
7.	Contact Information	Contact Person: Mr. Colin Alfred Designation: Manager Facilities and Projects, Finance Contact Details: (T) 679 324 3104 | (M) 998 3666 | (E) calfred001@frcs.org.fj

Section 4 – Schedule of Returnable Forms

Schedule A: Declaration by Bidder – Conformity

Tender Reference:	RFT No. 41/2026
Tender Title:	LEASE OF MULTI-FUNCTIONAL PRINTERS

1. We confirm to have examined the RFT Documents, attended the Pre-Bid Site Meeting (if any) and hereby acknowledged any addendums thereof, offer to supply the goods, services or works set out in the RFT, the Specifications, Drawings and accompanying documents for the price(s) specified in the Price Schedule.

2. Declare that we have read and clearly understood all Sections of this RFT, including the GTC & TOR, if required we will sign and return any section of RFT to form part of the Contract Document.

3. We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:
   a. have no conflict of interest, is not under procurement prohibition by the FRCS or been suspended, debarred, sanctioned or otherwise identified as ineligible;
   b. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
   c. Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the FRCS or any other party, and to conduct business in a manner that averts any financial, operational, reputational, or other undue risk to FRCS.

4. We declare that all the information and statements made in this Proposal are true and we accept not to deviate, unless the Scope of Work will change by the FRCS;

5. Agree that the FRCS has the right to deduct the full Bid Security Sum (if any) in case of any breach to the terms of conditions of the RFT or in case where we decided to reject the offer by the FRCS after the Letter of Award has been issued by the FRCS;

6. I understand that the FRCS reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as FRCS may decide. FRCS is not bound to accept the lowest or any tender.

7. Confirm that our submission shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

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 : _____

Schedule B: Bidder Information

Bidder Registered Name	[Complete]
Legal Address	Street Address: [Complete] Postal Address: [Complete] Office Number: [Complete] Website (if any): [Complete]
Year of Registration	[Complete]
List of Director(s)/Shareholder(s)	[Complete]
Bidder's Authorized Representative	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of Operation	[Complete]
No. of full-time Employees	[Complete]
No. of Technical Employees	[Complete]
No. of Field Employees	[Complete]
Contact person FRCS may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Attach the following documents:	• Company Profile, not exceeding fifteen (15) pages with Organization Structure, Director(s), specialization, expertise, and resources; • Project Profile, list of past experiences in similar nature and capacity with contact details; • Certificate of Incorporation/ Business Registration; • Professional Indemnity (PI) Cover Certificate; • Public Liability Cover • Key Personnel Certification • Valid Tax Compliance Certificate issued by FRCS (Business and All Directors); • Certificate of Tax Registration and Exemption (if any); • Valid FNPF Compliance Certificate; • Valid FNU Levy Compliance Certificate; • Copies of the financial statement (balance sheets, including all related notes, and income statements) for at least recent 3 years prepared by a qualified Accountant professional;

Schedule C: Project Commitment, Experience & Referees

1. On-Going Projects

List down Projects currently in Progress in the table below.

Client Name	Project Name & Location	Contract Value	% Progress & Approximate Completion time	Types of activities being undertaken

- *Bidders may also attach additional information with the submission.*

2. Past Project Experience

List down Past Project Experience in the table below of similar scope & capacity to this tender.

Client Name	Project Name & Location	Contract Value	Year of Completion	Types of activities undertaken

- *Bidders may also attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more, with the submission.*

3. Project Cliental Referees

List down at least 3 Cliental Referee details in the table below.

Name of Referee	Project Name & Location	Reference Contact Details	Contract Value	Types of activities undertaken
1.				
2.				
3.				

- *Bidders may also attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more, with the submission.*
- Bidders are required to provide a list of reputable Local and/or international references who are currently using or have used a similar/same solution in the past 12-24 months. This should include contact details and designation of the person who is authorised to provide a reference on behalf of the Company.

Schedule D: Key Personnel

List the key staff personnel that will be engaged for this project.

All listed personnel may be employees or subconsultants of the Consultant; however, full responsibility for their performance and output remains solely with the Consultant. Key Experts shall not be substituted without the Client's prior written approval.

Name	Current Position	Experience	Qualification	Role for this Project and Certification

- *Bidders to attach resume of nominated key staff personnel required for the project as assigned above.*

Schedule E: Declaration by Bidder – Price

Tender Reference:	RFT No. 41/2026
Tender Title:	LEASE OF MULTI-FUNCTIONAL PRINTERS

We, the undersigned, submit our Price for the above project in accordance with the Specification prepared by FRCS.

The whole of the works shall be completed and carried out to the entire satisfaction of FRCS for the sum of [Insert amount in words and figures (VIP)].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet. 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 : _____

[Bidders official stamp/seal]

NOTE: Bidders to provide initial pricing and only shortlisted Bidders would be invited to update their pricing if required.

Schedule F: Financial Proposal

Cost Matrix

Bidders should provide their cost breakdown in the following format. Costing to be provided for the term between 3 to 5 years.

A. COST BREAKDOWN SUMMARY

COST MATRIX		
Category	**Description**	**Cost VIP (FJD)**
A. Monochrome Multifunctional Printer Lease (Black/White)	Quantity [30-60 Units] / 3-5 Year Lease Term / Rate Per Page Locations: Suva (Nasese), Suva Wharf, Nausori Town, Nausori Airport, Rakiraki, Ba, Lautoka Office, Lautoka Wharf, Nadi Votualevu, Nadi Airport, Nadi Denarau, Sigatoka, Labasa, Savusavu	
	Include Rate Per Page (A4)	
	Include Rate Per Page (A3)	
	-- add rows as needed	
	Sub-Total	
B. Multifunctional Colour Printer Lease	Quantity [2-5 Units] / 3-5 Year Lease Term / Rate Per Page Locations: Suva (Nasese), Suva Wharf, Nausori Town, Nausori Airport, Rakiraki, Ba, Lautoka Office, Lautoka Wharf, Nadi Votualevu, Nadi Airport, Nadi Denarau, Sigatoka, Labasa, Savusavu	
	Include Rate Per Page (A4)	
	Include Rate Per Page (A3)	
	-- add rows as needed	
	Sub-Total	
C. Others (Specify)	-- add rows as needed	
	Subscription Sub-Total	
	Overall Total	

Note: Penalty clauses shall apply for delayed equipment delivery, implementation delivery, or unsatisfactory customer service which is not limited to termination of services.

Schedule G: Detailed Functional and Technical Requirements

Equipment Specifications and Validity

- The tender submission should contain details on products and features that is offered by the vendor for each item. This may include official/valid datasheets, product vendor websites and also direct product consultation.

Compliance

Compliance should be:

i. Full Compliance (FC)

ii. Partial Compliance (PC)

iii. Non-Compliance (NC)

Reference to documents supporting compliance to be provided.

Schedule H: Technical Requirements

A. Monochrome Multifunctional Printer Lease (Black/White)

Quantity: 30 - 60 Units

Specifications & Requirements	Compliance FC/PC/NC	References URL/Datasheet Links
GENERAL SERVICE REQUIREMENTS		
MFP device must have (A4/A3) Print, Scan, Copy standard functionality		
Vendor Must be the Authorised Product Reseller		
Vendor Must be the Authorised Product Service Center		
Vendor Must have Product Certified (Local) Support Technician		
Vendor to ensure all on-site supplied equipment must be **"Brand New"**		
Vendor to ensure all on-site supplied equipment must be **of recent release models by Product vendor** (within 2-3 years)		
Vendor Must supply all consumables at own cost with the exception of paper. Consumables include toners, drums, developers, blades, and rollers but are not limited to spare parts (electronic and mechanical), maintenance updates, labour and repairs.		
Vendor at own cost, Must supply at own cost **spare/replacement toners** and ensure availability on-premise for each equipment operating at respective FRCS offices.		
Vendor at own cost, Must provide **Standby replacement** device of equal or higher specification in the event of breakdown within **same business** day response.		
Vendor Must ensure delivery and equipment installation to **all of the FRCS office locations at no additional cost**. ie Rakiraki, Ba, Lautoka, Nadi, Sigatoka, Savusavu, Labasa, Nausori, Suva. Installation must be customized to staff and feature functionality at each office site.		
Vendor to provide the Lease period for a 3-5 year service term		
Vendor Must ensure delivery equipment to all FRCS offices within **21 days after contract signing**.		
Vendor Must include sticker on equipment for primary and secondary helpdesk/support contact details with name and phone contact		
Vendor Must provide demo and user/staff training for equipment installed at each site		
Vendor Must provide onboard FRCS IT staff with technical training		

Specifications & Requirements	Compliance FC/PC/NC	References URL/Datasheet Links
Vendor must provide a service plan for **mandatory** quarterly (3month) servicing and maintenance visit to all FRCS offices as part of lease term. Equipment to have service checklists with designated FRCS officer mandatory signoff upon completion of servicing for each site.		
TECHNICAL & FUNCTIONAL REQUIREMENTS		
Print Type/Technology: Monochrome/ Laser		
Paper Input: A4 and A3		
Minimum Print speed: **40 ppm**		
Automatic Duplex (Print, Scan and Copy)		
Must have **Inbuilt Automatic** User/Month Print Limit Quota Mgt.		
Must have **Inbuilt Print Management Software** for Audit Trail, Monitoring & Reporting functionality		
Must have user access code authentication for print job release and other job function (scan/copy)		
Resolution: 600dpi (Print, Scan and Copy)		
Provides Scan to Email, Scan to File Share		
Includes Automatic Document Feeder		
MFP Must scan in both Mono and Colour		
Must have Minimum Sheet Tray Provisions: • 2x 500 A4 Sheet Tray • 1x 500 A3 Sheet Tray		
Must support IP Based Connectivity: Wired & Wireless		
Must Support operating environments: Windows Server 2019/2022 and Windows 11 environments		
Equipment Must include Control/Smart Operation Panel		
Must include device Admin Web/Browser Portal		
Must include email alert on Toner Replenishment Levels		
Must Include device maintenance alert		
Must include **Surge Protection** for equipment and any other preventative maintenance measures at own cost.		

B. Multifunctional Colour Printer Lease

Quantity: 2 - 5 Units

Specifications & Requirements	Compliance FC/PC/NC	References URL/Datasheet Links
GENERAL SERVICE REQUIREMENTS		
MFP device must have (A4/A3) Print, Scan, Copy standard functionality		
Vendor Must be the Authorised Product Reseller		
Vendor Must be the Authorised Product Service Center		
Vendor Must have Product Certified (Local) Support Technician		
Vendor to ensure all on-site supplied equipment must be **"Brand New"**		
Vendor to ensure all on-site supplied equipment must be **of recent release models by Product vendor** (within 2-3 years)		
Vendor Must supply all consumables at own cost with the exception of paper. Consumables include colour and black toners, drums, developers, blades, and rollers but are not limited to spare parts (electronic and mechanical), maintenance updates, labour and repairs.		
Vendor at own cost, Must supply at own cost spare/replacement toners and ensure availability on-premise for each equipment operating at respective FRCS offices.		
Vendor at own cost, Must provide Standby replacement device of equal or higher specification in the event of breakdown within **same business** day response.		
Vendor Must ensure delivery and equipment installation to **all of the FRCS office locations at no additional cost**. ie Rakiraki, Ba, Lautoka, Nadi, Sigatoka, Savusavu, Labasa, Nausori, Suva. Installation must be customized to staff and feature functionality at each office site.		
Vendor to provide the Lease period for a 3–5-year service term		
Vendor Must ensure delivery equipment to all FRCS offices within 21 days after contract signing.		
Vendor Must include sticker on equipment for primary and secondary helpdesk/support contact details with name and phone contact		
Vendor Must provide demo and user/staff training for equipment installed at each site		
Vendor Must provide onboard FRCS IT staff with technical training		
Vendor must provide a service plan for quarterly (3month) servicing and maintenance visit to all FRCS offices as part of lease term. Equipment to have service checklists with designated FRCS officer mandatory signoff upon completion of servicing for each site.		

Specifications & Requirements	Compliance FC/PC/NC	References URL/Datasheet Links
TECHNICAL & FUNCTIONAL REQUIREMENTS		
Print Type/Technology: Colour / Laser		
Paper Input: A4 and A3		
Minimum Print speed: **20 ppm**		
Automatic Duplex (Print, Scan and Copy)		
Must have **Inbuilt Automatic** User/Month Print Limit Quota Mgt.		
Must have **Inbuilt Print Management Software** for Audit Trail, Monitoring & Reporting functionality		
Must have user access code authentication for print job release and other job function (scan/copy)		
Print Resolution: Upto **1200 dpi**		
Scan Resolution: Upto **1200 dpi**		
Provides Scan to Email, Scan to File Share		
Includes Automatic Document Feeder		
MFP Must scan in both Mono and Colour		
Must have Minimum Sheet Tray Provisions: • 1x 500 A4 Sheet Tray • 1x 500 A3 Sheet Tray		
Must support IP Based Connectivity: Wired & Wireless		
Must Support operating environments: Windows Server 2019/2022 and Windows 11 environments		
Equipment Must include Control/Smart Operation Panel		
Must include device Admin Web/Browser Portal		
Must include email alert on Toner Replenishment Levels		
Must Include device maintenance alert		
Must include **Surge Protection** for equipment and any other preventative maintenance measures.		

Schedule I: Checklist

FIJI REVENUE AND CUSTOMS SERVICE

Submission Checklist

RFT/EOI:

#	Requirement	Submitted (✓/✗)	Comments
1	Business Registration Certificate	☐	
2	Business Tax Compliance Certificate	☐	
3	Directors Tax Compliance Certificate	☐	
4	VAT/GST Registration Certificate	☐	
5	FNPF Compliance Certificate	☐	
6	FNU Compliance Certificate	☐	
7	Business Profile	☐	
8	Three (3) Years Audited Financial Statements (AFS) or Bank Support Letter	☐	
9	Key Personnel Certifications / Qualifications	☐	
10	Insurance Certificates (Professional Indemnity, Public Liability, Cyber Liability, Workers Compensation)	☐	
11	Relevant Experience / Reference Projects	☐	
12	Schedule A: Declaration by Bidder – Conformity	☐	
13	Schedule B: Bidder Information	☐	
14	Schedule C: Commitment, Experience & Reference	☐	
15	Schedule D: Key Personal	☐	
16	Schedule E: Declaration by Bidder – Price	☐	
17	Schedule F: Financial Proposal	☐	
18	Schedule I: Checklist	☐	
19	Technical Proposal	☐	

Bidder's Confirmation

I/We confirm that all required documents have been included in this tender submission and that the information provided is true and correct.

Company Name: _____
Authorized Representative: _____
Signature: _____
Date: _____
Contact Number: _____
Email: _____
Total Documents Submitted: _____

END