

BIOSECURITY AUTHORITY OF FIJI

EXPRESSION OF INTEREST (EOI) No. 01/2026

EXPRESSION OF INTEREST FOR THE PROVISION OF MOTOR VEHICLE SERVICING, MAINTENANCE AND REPAIR SERVICES

Closing Date: 20th August 2026

Closing Time: 5PM

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SECTION A – BIOSECURITY AUTHORITY OF FIJI BACKGROUND

The Biosecurity Authority of Fiji (BAF) was established under the Biosecurity Act 2008.

BAF is responsible for protecting Fiji from the introduction and spread of regulated pests and diseases affecting plants, animals, human health and the environment.

The Authority's principal functions include:

1. Protecting Fiji against the entry of regulated pests and diseases.
 2. Conducting surveillance and monitoring programmes.
 3. Preventing the establishment and spread of regulated pests and diseases.
 4. Controlling and eradicating regulated pests and diseases where necessary.
 5. Facilitating safe importation of plants, animals and related products.
 6. Facilitating exports in accordance with importing country requirements.
 7. Supporting international cooperation on biosecurity matters.
 8. Implementing the provisions of the Biosecurity Act 2008.
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SECTION B – EXPRESSION OF INTEREST INVITATION

1. Purpose

The Biosecurity Authority of Fiji invites Expressions of Interest (EOI) from suitably qualified and experienced motor vehicle service providers to provide servicing, maintenance and repair services for the Authority's fleet throughout Fiji.

This EOI aims to identify competent service providers capable of meeting BAF's operational requirements.

Following the evaluation of EOI submissions, shortlisted firms may be invited to participate in a Request for Proposal (RFP), Request for Quotation (RFQ), or direct contract negotiations in accordance with BAF's Procurement Policy.

2. Scope of Invitation

Interested companies are invited to demonstrate their capability, experience, technical expertise and capacity to provide professional servicing, maintenance and repair services.

3. Submission Requirements

Interested parties shall submit one (1) original hard copy in a sealed envelope clearly marked:

EOI No. 01/2026

Expression of Interest – Motor Vehicle Servicing, Maintenance and Repair Services

Addressed to:

The Tender Committee

Biosecurity Authority of Fiji

Level 3, FNPF Plaza 1

Ellery Street

Suva

Submissions may also be sent through registered postal or courier services.

Late submissions will not be accepted.

Electronic submissions will not be accepted unless specifically authorised by BAF.

4. Clarifications

All enquiries regarding this EOI shall be submitted in writing to:

Secretary, Tender Committee

Email: buksh@baf.com.fj

Closing date for enquiries:

SECTION C – SCOPE OF SERVICES

Fleet Information

The Biosecurity Authority of Fiji currently operates approximately:

- Toyota Land Cruiser
- Toyota Hilux
- Toyota Hiace
- Toyota RAV4
- JAC T9

The fleet currently consists of approximately fifty (50) vehicles and three (4) boat trailers located throughout Fiji.

BAF reserves the right to increase or decrease fleet numbers during the contract period.

Required Services

The successful service provider(s) shall be capable of providing, but not limited to:

Preventative Maintenance

- Scheduled servicing every 5,000 km
- Major servicing every 40,000 km
- Manufacturer-recommended servicing
- Oil and filter changes
- Brake inspections
- Steering inspections
- Suspension inspections
- Cooling system inspections
- Battery testing
- Wheel alignment
- Tyre rotation
- Diagnostic inspections

Mechanical Repairs

- Engine repairs
- Transmission repairs

- Suspension repairs
- Steering repairs
- Brake system repairs
- Cooling system repairs
- Fuel system repairs
- Exhaust system repairs

Electrical Repairs

- Starter motors
- Alternators
- Wiring repairs
- Air-conditioning systems
- Lighting systems
- Electronic diagnostics

Body Repairs

- Panel beating
- Accident repairs
- Spray painting
- Rust treatment
- Windscreen replacement

Supply of Genuine Parts

The service provider should demonstrate access to genuine OEM parts or high-quality aftermarket parts where appropriate.

Emergency Repairs

Ability to respond promptly to urgent breakdowns and emergency repairs.

Roadside Assistance

Availability of breakdown support where required.

Reporting

Following each service, the contractor shall provide:

- Service report
 - Vehicle inspection checklist
 - List of replaced parts
 - Labour report
 - Recommendations for future repairs
 - Quotation for additional works (where required)
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Pricing Requirements

Applicants should provide indicative rates for:

- Labour charges per hour
- Minor servicing
- Major servicing
- Vehicle diagnostics
- Mechanical repairs
- Electrical repairs
- Panel beating
- Painting
- Wheel alignment
- Battery replacement
- Brake servicing

Pricing submitted shall include all applicable taxes.

Contractor Requirements

Interested companies should demonstrate:

- Qualified mechanics
 - Appropriate workshop facilities
 - Modern diagnostic equipment
 - Experienced technical personnel
 - Availability of spare parts
 - Quality assurance procedures
 - Occupational Health and Safety compliance
 - Insurance coverage
 - Capacity to service Government fleets
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SECTION D – EVALUATION CRITERIA

Mandatory Requirements

Applicants must submit:

- Valid Company Registration
- Tax Compliance Certificate
- FNPF Compliance Certificate
- Business Licence (where applicable)
- VAT Registration (where applicable)
- Public Liability Insurance
- Company Profile

Failure to submit mandatory documents may result in disqualification.

Evaluation Criteria

Criteria	Marks
Company Profile, Experience and References	20
Technical Capability and Workshop Facilities	30
Personnel Qualifications	10
Fleet Servicing Capacity and Response Time	15
Availability of Spare Parts	10
Indicative Pricing	15
Total	100

SECTION E – CONTRACT CONDITIONS

1. BAF reserves the right not to shortlist any applicant.
2. Submission of an EOI does not constitute an offer or create any contractual obligation.
3. BAF may shortlist one or more applicants.
4. BAF reserves the right to appoint multiple service providers for different regions or specialised services.
5. The successful service provider(s) may be offered a contract for an initial period of three (3) years, subject to satisfactory performance and approval by the relevant procurement authority.
6. BAF is not bound to accept the lowest-priced submission.
7. All costs associated with preparing and submitting an EOI shall be borne solely by the applicant.
8. BAF reserves the right to amend, suspend or cancel this EOI process at any stage without assigning any reason.
9. Shortlisted applicants may be required to attend presentations, provide demonstrations or participate in site inspections before final selection.