

BIOSECURITY AUTHORITY OF FIJI

EXPRESSION OF INTEREST (EOI) No. 04/2026

EXPRESSION OF INTEREST FOR THE APPOINTMENT OF PREFERRED SUPPLIERS FOR THE SUPPLY OF STATIONERY ITEMS

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 against the introduction and spread of regulated pests and diseases affecting plants, animals, human health and the environment while facilitating safe trade.

The Biosecurity Authority operates offices and border control stations throughout Fiji, including the Central, Eastern, Western, Northern Divisions and Rotuma, requiring a reliable supply of stationery and office consumables to support its daily operations.

SECTION B – EXPRESSION OF INTEREST INVITATION

1. Purpose

The Biosecurity Authority of Fiji invites Expressions of Interest (EOI) from suitably qualified and experienced suppliers for the supply and delivery of stationery and office consumables to BAF offices throughout Fiji.

The objective of this EOI is to establish a panel of preferred suppliers capable of supplying quality stationery items at competitive prices with reliable delivery and after-sales service.

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

2. Submission Requirements

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

EOI No. 04/2026

Expression of Interest – Preferred Supplier for the Supply of Stationery

Addressed to:

**The Tender Committee
Biosecurity Authority of Fiji
Level 3, FNPF Plaza 1
Ellery Street
Suva**

Late submissions will not be accepted.

Electronic submissions will only be accepted where specifically authorised by BAF.

3. Clarifications

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

Secretary, Tender Committee

Email: hbuksh@baf.com.fj

Closing date for enquiries:

SECTION C – SCOPE OF SUPPLY

Background

The Biosecurity Authority maintains offices and operational stations throughout Fiji, including:

Central/Eastern Division

- Headquarters – Suva
- PEQ Koronivia
- Nausori
- Navua
- Natovi
- Levuka

Western Division

- Sigatoka
- Nadi Airport
- Denarau
- Vuda Marina
- Lautoka
- Ba
- Rakiraki

Northern Division

- Labasa
- Nabouwalu
- Savusavu
- Taveuni
- Qamea
- **Rotuma**

The successful supplier(s) shall be capable of supplying and delivering stationery as per below:

Category	Items	Supplier Response (✓)
1. Writing Supplies	Pens (Ballpoint, Gel, Marker), Pencils, Highlighters, Permanent Markers, Whiteboard Markers, Erasers, Correction Tape/Fluid, Ink Refills	
2. Paper Products	A4/A3 Printing Paper, Notepads, Notebooks, Sticky Notes, Writing Pads, Receipt Books, Carbon Paper, Tally Cards, Dispatch Books, Minute Books, Attendance Registers, Printable Stickers	
3. Filing & Organization	Lever Arch Files, Manila Folders, Plastic Folders, Clip Boards, Sliding Files, Suspension Files, Ring Binders, Folder Files, Document Wallets, Dividers/Index Tabs, Archive Boxes, Envelopes (All Sizes), Binding Films, Binding Covers	

Category	Items	Supplier Response (✓)
4. Fastening Supplies	Staplers, Staples, Paper Clips, Binder Clips, Rubber Bands, Push Pins/Thumbtacks	
5. Adhesives	Glue Sticks, Liquid Glue, Clear Cello Tape, Double-Sided Tape, Masking Tape, Duct Tape	
6. Desk Accessories	Scissors, Rulers, Letter Openers, Hole/Paper Punches, Staple Removers, Pencil Holders, Cutters, Staplers, Stapler Pins, Paper Clips, Bulldog Clips, Key Tags, Treasury Tags	
7. General Office Equipment	Calculators, Whiteboards & Accessories, Notice Boards, Diaries & Planners, Desk Calendars	

Supplier Compliance Matrix

Category	Comply (✓)	Not Comply (X)	Remarks
Writing Supplies			
Paper Products			
Filing & Organization			
Fastening Supplies			
Adhesives			
Desk Accessories			
General Office Equipment			

General Requirements

Applicants should demonstrate their ability to:

- Maintain sufficient stock levels throughout the year.
- Deliver within agreed timeframes.
- Supply genuine, high-quality stationery products.
- Accept urgent purchase orders.
- Replace defective or incorrect items promptly.
- Provide product catalogues and updated price lists.
- Offer nationwide delivery services.

Stationery Categories

The supplier shall be capable of supplying, but not limited to, the following categories:

Filing and Storage

- Lever arch files
- Manila folders
- Plastic folders
- Suspension files
- Dividers
- Clipboards
- Sliding files
- File fasteners

Paper Products

- A4 photocopy paper
- A3 photocopy paper
- Envelopes (various sizes)
- Carbon paper
- Tally cards
- Attendance registers
- Dispatch books
- Diaries
- Minute books

Writing Instruments

- Ballpoint pens
- Gel pens
- Permanent markers
- Whiteboard markers
- Highlighters
- Stamp pads
- Ink refills

Desktop Accessories

- Staplers
- Staple pins
- Staple removers
- Paper punches
- Scissors
- Calculators

- Paper clips
- Bulldog clips
- Treasury tags
- Key tags

Adhesives and Tapes

- Glue sticks
- Cellotape
- Duct tape
- Binding covers
- Binding films

BAF Custom Printed Items

Suppliers shall be capable of producing or sourcing customised items, including:

- BAF plastic seals
- BAF cable seals (all colours)
- BAF inspection stickers
- Hold for Biosecurity stickers
- Vehicle running sheets
- Meal claim forms
- Petty cash forms
- Crew declaration cards
- Other BAF operational forms

Artwork will be supplied by BAF where applicable.

Packaging Requirements

Applicants shall clearly indicate:

- Unit of issue
- Pack size
- Number of items per carton
- Number of items per box
- Number of sheets per ream
- Number of pads per packet

Delivery Requirements

Applicants should specify:

- Delivery lead times
- Delivery schedule
- Emergency delivery capability
- Delivery charges (if applicable)

Deliveries shall be made directly to BAF offices throughout Fiji when required.

Pricing Requirements

Applicants shall submit:

- Unit prices (VAT inclusive)
 - Bulk purchase discounts
 - Government pricing (if applicable)
 - Price validity period (minimum 12 months preferred)
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SECTION D - EVALUATION CRITERIA

Mandatory Requirements

Applicants must submit:

- Valid Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate
- Business Licence (where applicable)
- Company Profile
- Product Catalogue
- Current Price List
- At least three (3) reference letters from corporate or government clients

Failure to submit mandatory documents may result in disqualification.

Evaluation Criteria

Criteria	Marks
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Company Experience and References	20
Product Range and Technical Capability	25
Stock Availability and Inventory Capacity	20
Delivery Capability and Nationwide Coverage	15
Pricing and Discounts	20
Total	100

SECTION E - GENERAL CONDITIONS

1. Submission of an EOI does not constitute acceptance or create any contractual obligation between BAF and the applicant.
2. BAF reserves the right to shortlist one or more suppliers.
3. BAF may establish a panel of preferred suppliers to ensure continuity of supply and value for money.
4. Shortlisted suppliers may be invited to submit quotations for individual purchases during the contract period.
5. The preferred supplier arrangement may be established for an initial period of **three (3) years**, subject to satisfactory performance and approval by the relevant procurement authority.
6. BAF reserves the right to appoint multiple suppliers for different categories of stationery or geographical regions.
7. Prices quoted should remain valid for the period specified by the supplier and should clearly indicate any conditions for price adjustments.
8. All costs associated with preparing and submitting an EOI shall be borne by the applicant.
9. BAF reserves the right to amend, suspend or cancel this EOI process at any stage without incurring any liability.
10. BAF is not bound to accept the lowest-priced submission and will consider quality, stock availability, delivery capability, pricing, and overall value for money when selecting preferred suppliers.