

BIOSECURITY AUTHORITY OF FIJI

TENDER NO. 3/2026

TERMS OF REFERENCE

TENDER FOR THE PURCHASE OF NEW VEHICLES

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 safeguarding Fiji against the introduction and spread of regulated pests and diseases that may adversely affect agriculture, livestock, fisheries, biodiversity, human health, trade, and the environment.

The Authority's principal functions include:

1. Protecting Fiji against the entry of regulated pests and diseases affecting plants, animals, humans, and the environment.
2. Conducting surveillance and monitoring programmes to determine the status of regulated pests and diseases.
3. Preventing the establishment and spread of regulated pests and diseases.
4. Eradicating, containing, or controlling regulated pests and diseases already present within Fiji.
5. Facilitating the safe importation of animals, plants, plant products, animal products, machinery, equipment, and other regulated articles.

6. Facilitating exports in accordance with the importing country's biosecurity requirements.
7. Supporting international cooperation on biosecurity matters.
8. Enforcing compliance with the Biosecurity Act 2008 and associated regulations.

The Biosecurity Act 2008 provides the legislative framework governing the movement of animals, plants, plant products, animal products, and regulated articles into, out of, and within Fiji while facilitating international trade.

SECTION B - TENDER INVITATION AND SUBMISSION

1. Introduction

The Biosecurity Authority of Fiji invites sealed tenders from reputable, experienced, and eligible suppliers for the **supply and delivery of 4x4 Utility Twin Cab and Panel Van**.

The successful supplier shall provide brand-new vehicles complete with registration, warranty, commissioning, accessories, operator familiarization, and after-sales support.

2. Purpose of this Tender

The purpose of this Tender is to:

- Obtain competitive offers from qualified suppliers.
 - Ensure transparency and fairness during the procurement process.
 - Select the supplier offering the best value for money while meeting BAF's operational requirements.
 - Ensure all submissions are evaluated using consistent and objective criteria.
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3. Submission of Tender

Interested suppliers shall submit one original hard copy in a sealed envelop clearly marked:

Tender No: 03/2026- Tender for the Supply and Delivery of New Vehicles

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

Electronic submissions will not be accepted.

Late submissions will not be considered.

4. Tender Closing

Activity	Date	Time
Tender Closing	Monday, 20 August 2026	5PM

5. Clarifications

All clarification requests shall be submitted in writing to:

Secretary – Tender Committee

Biosecurity Authority of Fiji

Email: hbuksh@baf.com.fj

Clarification requests shall be received no later than **seven (7) working days before the tender closing date**.

6. Mandatory Submission Requirements

Tenderers shall submit the following:

- Valid Business Registration Certificate
- FRCS Tax Compliance Certificate
- FNPF Compliance Certificate
- Company Profile
- Technical Brochures
- Manufacturer's Specifications
- Delivery Schedule
- Warranty Details
- After-sales Service Details
- References for Similar Supplies

Failure to provide the above mandatory documents may result in the submission being declared non-responsive.

SECTION C – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Scope

The successful bidder shall supply:

- 4x4 Utility Twin Cab
- Panel Van

The supplier shall also provide:

- Vehicle registration
- Licensing
- Pre-delivery inspection
- Full tank of fuel
- Two ignition keys
- Owner's manuals
- Service manuals
- Driver familiarization training
- Genuine accessories
- Warranty documentation

Minimum Technical Specifications

Description	Minimum Requirement	Bidder's Response
Make	State	
Model	State	
Country of Origin	State	
Year Model	Latest Available	
Engine Type	Turbo Diesel	
Engine Capacity	State	
Maximum Power	State	
Maximum Torque	State	
Transmission	Manual / Automatic	
Fuel Tank Capacity	State	
Drive Configuration	4WD (Twin Cab) / 2WD (Panel Van)	
Air Conditioning	Factory Installed	
Power Steering	Yes	
Power Windows	Yes	
Reverse Camera	Yes	

Description	Minimum Requirement	Bidder's Response
Parking Sensors	Yes	
ABS	Yes	
Electronic Stability Control	Yes	
Driver & Passenger Airbags	Yes	
Bluetooth Audio	Yes	
Spare Wheel	Full Size	
Jack & Tool Kit	Yes	
Fire Extinguisher	Yes	
First Aid Kit	Yes	
Warranty	Minimum 5 Years / 150,000 km	
Delivery Period	State	
Unit Price (VAT Inclusive)	State	

Additional Requirements

Tenderers shall clearly indicate:

1. Price validity (minimum 90 days).
2. Delivery period.
3. Availability of white vehicles.
4. Warranty period.
5. Local service centre location.
6. Any additional value-added services.
7. Any optional accessories included.
8. Lead time for delivery.

SECTION D – TENDER EVALUATION CRITERIA

The following documents are mandatory and will be assessed on a pass/fail basis before detailed evaluation:

- Business Registration Certificate
- FRCS Tax Compliance Certificate
- FNPF Compliance Certificate

Only compliant submissions will proceed to the detailed evaluation.

Evaluation Criteria	Marks
Administrative Compliance	10
Technical Compliance	50
Financial Evaluation	40
Total	100

Administrative Compliance (10 Marks)

- Company Profile and Experience
- References from Similar Projects
- Financial Capacity
- Years in Operation

Technical Compliance (50 Marks)

- Compliance with Specifications
- Vehicle Performance
- Warranty
- After-sales Service
- Spare Parts Availability
- Delivery Period
- Accessories
- Driver Training

Financial Evaluation (40 Marks)

- VAT Inclusive Price
- Value for Money
- Price Validity
- Cost Transparency
- Whole-of-Life Cost Considerations