

BIOSECURITY AUTHORITY OF FIJI

Tender No. 03/2026

TENDER FOR THE APPOINTMENT OF PREFERRED SUPPLIERS FOR THE SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Closing Date: 15th October 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 from the introduction and spread of pests, diseases and invasive species that may adversely affect agriculture, livestock, fisheries, biodiversity, public health and international trade. In fulfilling this mandate, BAF undertakes inspection, surveillance, quarantine, laboratory, border control, emergency response and enforcement activities throughout Fiji.

To ensure the health, safety and wellbeing of its employees, contractors and visitors, BAF requires a reliable supply of quality Personal Protective Equipment (PPE). As PPE requirements vary depending on operational needs, BAF intends to establish a panel of preferred suppliers capable of supplying a broad range of PPE during the contract period.

SECTION B – TENDER INVITATION

1. Purpose

The Biosecurity Authority of Fiji invites Tenedr from suitably qualified and experienced suppliers for the supply and delivery of Personal Protective Equipment (PPE).

The purpose of this Tender is to identify suppliers with the technical capability, inventory capacity, financial stability and logistical resources necessary to support BAF's operational requirements throughout Fiji.

Successful applicants may be appointed as Preferred Suppliers for an initial period of three (3) years, subject to satisfactory performance and approval by the relevant procurement authority.

Appointment to the Preferred Supplier Panel does not guarantee any minimum quantity of purchases. Procurement will be undertaken on an as-required basis in accordance with BAF Procurement Policies.

2. Submission Requirements

Interested applicants shall submit one (1) original hard copy of their tender in a sealed envelope clearly marked:

Tender No. 06/2026

Preferred Supplier for the Supply of Personal Protective Equipment (PPE)

Addressed to:

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

Late submissions shall not be considered.

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

3. Clarifications

All requests for clarification shall be submitted in writing to:

Secretary
Tender Committee
Biosecurity Authority of Fiji

Email: hbuksh@baf.com.fj

No verbal clarification shall be binding unless confirmed in writing by BAF.

SECTION C - SCOPE OF SUPPLY

Background

BAF operates 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 PPE as per below:

Item No.	PPE Category	Item Description	Comply (✓)	Not Comply (X)	Brand/Model Offered	Country of Origin	Remarks
1	Head Protection	Safety Helmets (Hard Hats)	☐	☐			
		Bump Caps	☐	☐			
2	Eye & Face Protection	Safety Glasses	☐	☐			
		Goggles	☐	☐			
		Face Shields	☐	☐			
3	Hearing Protection	Earplugs	☐	☐			
		Earmuffs	☐	☐			
4	Respiratory Protection	Dust Masks	☐	☐			
		Respirators	☐	☐			
		Surgical Masks	☐	☐			
		Canisters	☐	☐			
5	Hand Protection	Work Gloves	☐	☐			
		Cut-Resistant Gloves	☐	☐			
		Chemical-Resistant Gloves	☐	☐			
		Vinyl/Nitrile Gloves	☐	☐			
6	Foot Protection	Safety Boots/Shoes	☐	☐			
		Steel-Toe Footwear	☐	☐			
		Slip-Resistant Footwear	☐	☐			
7	Body Protection	High-Visibility Vests	☐	☐			
		Coveralls	☐	☐			

Item No.	PPE Category	Item Description	Comply (✓)	Not Comply (X)	Brand/Model Offered	Country of Origin	Remarks
		Disposable Coveralls	☐	☐			
		Dust Coats	☐	☐			
		Aprons	☐	☐			
		Chemical Protective Suits	☐	☐			
8	Fall Protection	Safety Harnesses	☐	☐			
		Lanyards	☐	☐			
		Lifelines	☐	☐			

Supplier Declaration

Requirement	Supplier Response
All PPE supplied complies with the required international safety standards (e.g., ISO, ANSI, EN, AS/NZS, CE or equivalent).	☐ Yes ☐ No
Product brochures, catalogues, and technical specifications are attached.	☐ Yes ☐ No
Warranty information is provided where applicable.	☐ Yes ☐ No
Delivery period is indicated.	☐ Yes ☐ No
After-sales support is available where applicable.	☐ Yes ☐ No

Scope of Services

The preferred supplier(s) shall:

- Supply quality Personal Protective Equipment (PPE) as requested by BAF.
- Maintain adequate inventory levels throughout the contract period.
- Provide prompt delivery to all BAF locations.
- Respond to urgent operational requirements.
- Replace defective or damaged products without unnecessary delay.
- Provide technical advice regarding products when requested.
- Notify BAF of discontinued products or supply interruptions.
- Recommend suitable equivalent products where necessary.
- Maintain continuity of supply throughout the contract period.

SECTION D – SUPPLIER ELIGIBILITY AND REQUIREMENTS

Applicants shall demonstrate that they possess the capability and resources necessary to meet BAF's operational requirements.

Applicants should provide:

- Company profile.
- Number of years in business.
- Details of ownership and management structure.
- Experience supplying government agencies or corporate organisations.
- Description of warehouse and inventory management capability.
- Distribution and delivery network.
- Customer support arrangements.
- Product warranty arrangements.
- Quality assurance procedures.
- Health and Safety policies.
- Business continuity arrangements in the event of supply disruptions.

Applicants should also demonstrate their financial and operational capacity to support long-term supply arrangements.

SECTION E – DELIVERY, QUALITY AND SERVICE REQUIREMENTS

Product Quality

All PPE supplied shall:

- Be new and unused.
- Be fit for its intended purpose.
- Be manufactured using quality materials.
- Comply with recognised occupational health and safety standards where applicable.
- Be supplied in original packaging.
- Be free from defects.

BAF reserves the right to inspect products upon delivery and reject any items that do not meet the required quality standards.

Delivery Requirements

Applicants shall provide information on:

- Normal delivery lead times.

- Emergency delivery arrangements.
- Delivery coverage throughout Fiji.
- Minimum order quantities.
- Freight arrangements.
- Product replacement procedures.
- Returns policy.

Customer Service

Applicants should demonstrate their ability to provide:

- Prompt response to enquiries.
- Dedicated customer support.
- Timely resolution of complaints.
- Efficient order processing.
- Accurate invoicing.
- Ongoing communication regarding orders and deliveries.

SECTION F - PRICING REQUIREMENTS

Applicants shall submit:

- Current price list.
- Unit pricing (VAT Inclusive).
- Bulk purchase discounts.
- Volume discounts where applicable.
- Government pricing (if applicable).
- Delivery charges.
- Price validity period (minimum twelve (12) months preferred).

Applicants should clearly identify any pricing assumptions or conditions that may affect future pricing.

SECTION G - EVALUATION CRITERIA

Mandatory Requirements

Applicants must submit:

- Valid Company Registration Certificate.
- Valid Tax Compliance Certificate.
- Valid FNPF Compliance Certificate.
- Business Licence (where applicable).

- Company Profile.
- Current Product Catalogue or Brochure.
- Current Price List.
- Three (3) reference letters from corporate or government clients.

Failure to submit mandatory documentation may result in disqualification.

Evaluation Matrix

Criteria	Marks
Company Experience and Reputation	20
Supply Capability and Inventory Capacity	20
Delivery Network and Logistics	20
Product Quality and Technical Capability	20
Pricing and Overall Value for Money	20
TOTAL	100

BAF reserves the right to seek clarification, verify information provided, inspect supplier facilities, or request additional supporting documentation during the evaluation process.

SECTION H - GENERAL CONDITIONS

1. Submission of the tender does not constitute acceptance or create any contractual obligation between BAF and the applicant.
2. BAF reserves the right to reject any or all submissions without assigning any reason.
3. BAF may shortlist one or more suppliers.
4. BAF may establish a panel of preferred suppliers for an initial period of three (3) years.
5. Appointment to the panel does not guarantee any minimum quantity of business.
6. Individual purchases may be undertaken through Requests for Quotation (RFQ), direct purchase, or any procurement method permitted under BAF Procurement Policies.
7. BAF reserves the right to appoint multiple preferred suppliers where it is considered to be in its operational interest.
8. Prices shall remain valid for the period stated by the supplier and any future price adjustments shall be subject to mutual agreement.
9. All costs associated with preparing and submitting the tender shall be borne solely by the applicant.
10. BAF reserves the right to amend, suspend, terminate or cancel this tender process at any stage without liability.
11. Applicants shall treat all information supplied by BAF as confidential and shall not disclose such information without prior written approval.
12. Any actual or potential conflict of interest shall be declared in writing at the time of submission.

13. Successful applicants shall comply with all applicable laws, regulations, occupational health and safety requirements, and environmental obligations throughout the contract period.
14. BAF reserves the right to negotiate with one or more shortlisted applicants where this is considered to be in the best interest of the Authority.
15. The successful supplier(s) shall maintain consistent service standards throughout the contract period, and BAF reserves the right to review supplier performance periodically and remove suppliers from the preferred supplier panel where performance is found to be unsatisfactory.