



Terms of Reference

for

Supply

of

Vehicle

[TENDER NO: 3/25]

132 Grantham Rd, Raiwaqa. Email: pchandra@prb.com.fj Ph: 8967967

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1. Introduction

1.1. Background

Public Rental Board was established in 1989 under the Housing (Amendment) Decree No. 12 of 1989. The Housing (Amendment) decree is part of the Housing Act of 1955. The Board was established to provide affordable rental flats to low-income earners on a transitional basis without incurring a loss. Under section 34 of the Amendment Decree, the Board is principally required to operate on a non-commercial basis by inviting Government to make good the shortfall (where the assessed rental applicable to a tenancy represents a disproportionate percentage of earnings) by way of subsidy.

Public Rental Board's head office is located at 132 Grantham Rd, Raiwaqa and with branches in Lautoka and Labasa.

The Board ensures that its fleet are safe and up to standard. Interested companies/individuals are invited to register their interests with the necessary requirements.

1.2. Companies/ individual Requirements

Expression of Interest shall include but not limited to the following;

1. Company profile
2. Company Registration & TIN Letter
3. Business License
4. FRCA Compliance Certificate
5. FNPF Compliance Certificate
6. References
7. Ability to provide competency in market

1.3. Scope

The scope of this document is to detail all the required documents needed for a successful submission of the tender. Bidders should bid only firm out vehicles within 3 year's model.

2. Technical Specifications

- Power steering
- Blind Spot Sensor
- Electronic Power Asst Steer
- Reverse Sensor and Rear View Camera
- Airconditioning
- LTA approved tint
- 1.5 - 2.0L Diesel Engine
- Registration and complete on road
- Year Model > 2023

3. General Terms and Conditions

Following general terms and conditions will apply.

3.1. Submission of Tender

- a. The proposal response and all attachments must be in English.
- b. All proposal material will be treated as proprietary and become the property of PRB.
- c. Extensions will not be granted under any circumstances. Late submissions will not be considered.
- d. Faxed and/or emailed proposals will not be accepted.
- e. All submissions are to be made through the tender box

3.2. Amendment of Tender

PRB may, at their sole and absolute discretion, vary, add to, or amend the terms of this Tender, including:

- a. The nature and/or scope of the services required under this Tender.
- b. Any other subject matter to which this Tender relates.

3.3. Termination of Tender

PRB may, in their sole and absolute discretion, suspend, terminate or abandon this Tender at any time prior to the execution of a formal written agreement acceptable to Public Rental Board, by an authorized officer of PRB and by the successful bidder/s, by giving written notice of such a decision to each of the registered applicants.

3.4. Bidder's Risk

PRB accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the Tender or any participation in the Tender process.

3.5. Clarification and Variation of Tender

PRB may, at their absolute discretion seek clarification or request further information from applicants after the closing date of the submission of the Tender.

Each applicant must nominate a person to provide additional information or answer specific questions that may arise during the evaluation process as required by PRB.

Applicants whose Tenders have been short listed will be required, to engage in formal discussions with PRB or make presentations to PRB on their proposals. In such an event PRB will make the necessary arrangements with the applicants.

3.6. Selection of Preferred Bidder

No proposal will necessarily be selected by PRB as the preferred solution/s. The PRB evaluation committee may decide not to accept any proposal or reject all proposals at any time. PRB reserves the right to cancel this Tender and pursue an alternative course of action at any time.

3.7. Unlawful Inducements and Collusive Proposing

Applicant and its officers, employees, agents and advisers must not:

- a. Offer unlawful inducements in connection with the Tender process; or
- b. Engage in any collusive proposing, anti-competitive conduct or any other similar conduct with any other applicant or any other person in relation to the preparation or submission of proposals.

3.8. Contact with Bidders

During the evaluation process, neither PRB nor their representatives are required to answer questions or otherwise discuss the contents of this Tender with potential applicants or their representatives, except in accordance with this Tender. Applicants must not attempt to make any contact of that nature. Any unauthorized contact may disqualify the applicant from further consideration.

3.9. Costs

All costs and payment schedules to PRB should be clearly tabled in the response, separating one-time and recurring costs. Where cost estimates are provided, the basis of these estimates should be shown. Where given cost components are subject to periodical change, the basis for review, and increase /decrease should be shown.

3.10. Validity of the proposal

All proposals and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization may state a longer period of validity for the proposal.

3.11. Currency

All currencies in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

3.12. Inquiries

- All questions and inquiries regarding the Tender are to be made in writing via email.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.
- Inquiries are to be directed to the officer in charge at PRB

3.13. Liability

PRB will not be liable for any costs incurred by the bidding organization in the preparation and production of a proposal, including presentations, or for any work performed prior to the issuance of a contract or confirmed purchase order.

3.14 Conflict of Interest

Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this TOR. Any potential or actual conflict of interest that may arise in the performance of their obligations under the TOR must be fully disclosed.

Identification of a potential or actual conflict of interest does not necessarily preclude a Bidder's submission from consideration. However, PRB will carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this TOR, and if so, will promptly notify the Bidder.

4. Tender Process timetable

It is proposed that the following timetable shall apply for the tender process. PRB will strive to adhere to this timetable but reserves the right to vary dates whenever it deems necessary.

Date	Task
8th, 11th & 15th March 2025	Advertisements
21st March 2025 at 4:00pm	closing date and time
24th March 2025	opening