

Important Instructions for Bid Submission

Description: Dear Valued Suppliers,

This is a reminder to all suppliers to ensure that your bid submissions are made under the registered name of your business, as per your official business registration. This is important to avoid any confusion related to business identity. If there have been any changes to your business name or registration details, kindly update the information accordingly in your TenderLink user profile.

For local suppliers, please double-check your pricing calculations, including both the detailed breakdown and the total bid amount. Also, clearly indicate whether your prices are inclusive or exclusive of VAT. The prices should be received on your company letter heads, or put a company stamp.

For overseas suppliers, kindly state the currency in which you intend to submit your bid, along with the applicable Incoterm. This will assist us in accurately analyzing your submission.

Before submitting your bid, please ensure that all required documents have been uploaded to avoid incomplete submissions. Please upload valid Tax compliance, Valid FPNF Compliance and Valid FNU Levy Compliance for local bidders.

Lastly, please ensure that the Tender Submission Checklist is completed in full, including:

Company name: _____

Names of directors: _____

Contact phone number: _____

Email address: _____

These details are essential for us to reach out for any required clarifications.

Kindly ensure that you upload your tenders at least one hour before the closing time to avoid any last-minute internet or technical issues.

Thank you for your cooperation.

Kind regards,

EFL Supply Chain

TENDER CHECKLIST

The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company / Business Name: _____

(Attach copy of Registration Certificate)

2. Director/Owner(s): _____

3. Postal Address: _____

4. Phone Contact: _____

5. Fax Number: _____

6. Email address: _____

7. Office Location: _____

8. TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))

9. FNPF Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Tender submission

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.

This tender closes at 4.00pm (1600hrs) on Wednesday 18th March, 2026.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9992400** or email us on tenders@efl.com.fj

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.

The lowest bid will not necessarily be accepted as the successful bid.

The Tender Bids particularly the “Price” must be typed and not hand written.

Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.

Tender Submission via email or fax will not be accepted.