



"Providing Greater Access to Justice For All Fijians"

Tender- Fleet 01/2020 Supply of New Motor Vehicle (Purchasing or Leasing) and Trade-In

The Legal Aid Commission (the "Commission") is established by the Legal Aid Act 1996 (the "Act"). The Commission is mandated to provide free legal services to those people who are determined to be impoverished and are not able to afford private legal representation. In an effort to improve its operation and services, the Legal Aid Commission is inviting Tenders from reputable vendors for purchasing or leasing of new vehicles.

As a condition of purchasing or leasing, the "Commission" will trade-in vehicles in its existing fleet on "as is where is basis".

A stringent evaluation criterion will be used to review the Tender documents submitted. Documents to be enclosed with Tender submission **MUST** include the following:

1. Detailed company profile including list of Directors and associates;
2. FNPf / TIN Certifications and Tax Exemption Certificates;
3. Company Registration Certificates & Business License;
4. Audited Financials for last 2 years;
5. Company Profile must include details of contact persons;
6. Professional Indemnity Cover.

Submission

Submissions shall be in a sealed envelope and dropped off in the Tender Box, clearly marked as **"Tender – Fleet 01/2020 Supply of New Motor Vehicle (Purchasing or Leasing) and Trade-In"** and Addressed to:

The Chairman,
Legal Aid Commission
Level 2
41 Loftus Street
Suva.

All tender must be received at the above address no later than **12:00pm (Fiji Time) on Friday, December 4th, 2020**.

To obtain a copy of the tender's Terms of Reference document, please visit the Legal Aid Commission website <https://www.legalaid.org.fj/>.

Queries to be directed to:

Pranesh Dalton – Administration Officer
Legal Aid Commission
41 Loftus Street, Suva.
Email: pranesh.dalton@legalaid.org.fj

Shahin Ali - Acting Director
Legal Aid Commission
41 Loftus Street, Suva.
Email: shahin.ali@legalaid.org.fj

Important Notice

Nothing in the advertisement shall be construed to be a commitment on the part of the Legal Aid Commission. The successful vendor will be notified formally, in writing. The decision of the Legal Aid Commission is final. The Commission reserves the right to negotiate or enter into discussion with any of the vendors.

Shahin R. Ali
ACTING DIRECTOR/BUSINESS OPERATIONS MANAGER