



*“Providing Greater Access to Justice For All Fijians”*

**Tender- IT 01/2020 Supply of HP All-in-One Desktop Computers & Lenovo Laptops**

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 services and bring about greater efficiency, the Legal Aid Commission is inviting for Tender from reputable vendors for the supply of “HP All-in-One Desktop Computer & Lenovo Laptops”.

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. Curriculum Vitae for all Directors and Associates, outlining years of experience and qualifications;
4. Company Registration Certificates & Business License;
5. Audited Financials for last 2 years;
6. Company Profile must include details of contact persons for major projects undertaken;
7. Professional Indemnity Cover.

**Submission**

Submissions shall be in a sealed envelope and clearly marked as “**Tender – IT 01/2020 Supply of HP All-in-One Desktop Computers & Lenovo Laptops**” 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 4<sup>th</sup>, 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/>. It is the responsibility of the company to ensure that its electronic submission is submitted within the due date and time.

**Queries to be directed to:**

Nikhil Singh – IT Administrator  
Legal Aid Commission  
41 Loftus Street, Suva.  
Email: [nikhil.singh@legalaid.org.fj](mailto:nikhil.singh@legalaid.org.fj)

Shahin Ali -The Acting Director  
Legal Aid Commission  
41 Loftus Street, Suva.  
Email: [shahin.ali@legalaid.org.fj](mailto: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**