



***"Providing Greater Access to Justice For All Fijians"***

**Tender Reference- PB 02/2023 Air-Conditioner Supply, Install and Service**

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 for Tender from reputable vendors for the supply of "Air-Conditioner, Install and Service."

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

1. Detailed company profile including list of Directors and associates.
2. FNP/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. Latest Audited Financials for last 2 years.
6. Company Profile must include details of contact persons for major projects undertaken.

**Submission**

All submissions shall be in a sealed envelope and clearly marked as **"Tender-PB 02/2023 Air-Conditioner Supply, Install and Service"** and addressed to:

**The Chairman  
Legal Aid Commission  
Ground Floor  
73 Gordon Street  
Suva.**

All tenders must be received at the above address no later than **4:00pm (Fiji Time) on Thursday 31<sup>st</sup> August, 2023**."

To obtain a copy of the tender's Term 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:**

**Maciu Sakealevu – Administration Officer  
Legal Aid Commission  
73 Gordon Street Suva.  
Email: [Maciu.sakealevu@legalaid.org.fj](mailto:Maciu.sakealevu@legalaid.org.fj)**

**Seremaia Waqainabete – Acting Director  
Legal Aid Commission  
73, Gordon Street, Suva  
Email: [Seremaia.Waqainabete@legalaid.org.fj](mailto:Seremaia.Waqainabete@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.



**Seremaia Waqainabete  
ACTING DIRECTOR**