



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

**Tender- PB 02/2024 Office Layout Fitout for New Nausori Office**

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 "**Office Layout Fitout for New Nausori Office.**"

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, Tax Compliance & 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.

**Submission**

Submissions shall be in a sealed envelope and clearly marked as "**Tender- PB 02/2024 Office Layout Fitout for New Nausori Office**" and addressed to:

The Chairman,  
Legal Aid Commission  
Level 2  
73 Gordon Street  
Suva.

All tenders must be received at the above address no later than "**4:00pm (Fiji Time) on Monday 22<sup>nd</sup> April, 2024**". 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 electronic submission is submitted within the due date and time.

**Queries to be directed to:**

Administration  
Legal Aid Commission  
73 Gordon Street, Suva  
Email: [Administration@legalaid.org.fj](mailto:Administration@legalaid.org.fj)

Seremaia Waqainabete - 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  
DIRECTOR