



"Providing Greater Access to Justice"

Tender Reference- PB 02/2025 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

Submissions shall be submitted electronically through online Tender Portal by clicking **Click to Submit for this Tender** or Scan the QR code to access the page.

QR Code:



All tenders must be received at the above address no later than **3:00pm (Fiji Time) on Tuesday 25th November, 2025**". 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:

Mr. James Druma – AAO
Legal Aid Commission
73, Gordon Street,
Suva
Email: administration@legalaid.org.fj

Notice to Tender (NTT) has been uploaded on the website. For further information please visit the Legal Aid Commission website on: <https://www.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