

TENDER INSTRUCTIONS SHEET

SALE OF USED VEHICLE:

“Tender Reference - Fleet 02/2025 – Sale of Used Vehicles”



Tender Submission:

1. Tenders in sealed envelopes and clearly marked as –**“Tender Reference - Fleet 02/2025 – Sale of Used Vehicles”** must reach – **Tender Committee – Legal Aid Commission, Ground Floor, 73 Gordon Street, Suva**; and to be placed in the **Tender Box** located at the **Legal Aid Commission, Ground Floor, 73 Gordon Street, Suva**; or via **online tender submission link through the website** by no later than the above stipulated date and time.

2. Tenders must be submitted on or before the specified deadline. Late submissions will not be accepted.

Each bid for each vehicle must be accompanied by a **refundable** Tender deposit of **\$500.00 per vehicle** paid by a Bank Cheque made to Legal Aid Commission and must be attached to the tender documents submitted or Direct Deposit be made to our bank account with your name as reference :

Account Name: Legal Aid Commission

Bank Account Number: 287811

Bank: BSP

Deposit Ref: [PLEASE INSERT YOUR NAME]

Please do not put the cash in the submission, as it will disqualify the bid.

The Successful Bidder shall pay the remaining bid price within 7 working days from notification. It is the responsibility of the successful bidder to confirm/settle financial transactions for payment of vehicle(s) within the stated payment period above;

Failure to pay within the timeframe, will result in automatic withdrawal of the offer by LAC and forfeiture of the tender deposit of \$500.00 for the awarded vehicle;

LAC will transfer ownership to the successful bidder and will not accept third party transaction;

The successful bidder shall meet all costs of transfer of ownership;

Failure to meet the above terms & conditions will result in an automatic cancellation of bid;

3. The organization reserves the right to accept or reject any tender without providing any reason.

Contact Information:

For Vehicle Inspection please refer to the time and date stipulated below:

Vehicle can be inspected upon appointment during business hours from 1.00pm -4.00pm Monday to Friday. For booking appointments, please contact **Maciu Sakealevu** on 9921663/7722365.

Note: This tender advertisement does not constitute an offer, and the organization reserves the right to cancel or modify the tender process at any time.

This tender closes at 4:00 p.m. on Friday 9th January, 2026