



SPECIFICATIONS FOR

**EXPRESSION OF INTEREST- 01/2026 REFURBISHMENT AND
MAINTENANCE WORKS**

TABLE OF CONTENTS

Table of Contents

1.0	Advertisement.....	3
1.2	Format of Response	4
1.3	Late Submissions	5
1.4	Amendment of Specifications	5
1.5	Applicants to Inform Themselves	5
1.6	Bidder's Risk.....	5
1.7	Selection of Preferred Applicant	6
1.8	Conduct of Applicants	6
1.9	Currency.....	6
1.10	Corporate Information.....	6
1.11	Qualifications and Capability	7
1.12	Mergers, Acquisitions, Sales of Applicant	7
1.13	Inquiries	7
2.0	Technical Specifications.....	8
2.1	Scope of Work	8

1.0 Advertisement

The following are excerpts and addendums from the advertisement for Legal Aid Commission as it originally appeared in the local media and should be used as the basis to submit your proposals:



LEGAL AID COMMISSION

"Providing Greater Access to Justice"

EXPRESSION OF INTEREST – 01/2026 - PROVISION OF REFURBISHMENT AND MAINTENANCE WORKS

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of "providing greater access to justice" and to further expand and strengthen its service delivery, the Legal Aid Commission now invites Expressions of Interest from interested Companies to carry out Refurbishment Works and Minor Maintenance in the following Offices:

Western and Central Divisions

1. Tavua Office
2. Sigatoka Office
3. Nasinu Office

Site Inspection Schedule (Mandatory): Interested parties must attend the site inspections as scheduled below:

13th April, 2026 – Tavua Office (10:00am to 3:00pm)

14th April, 2026 – Sigatoka Office (10:00am to 3:00pm)

15th April, 2026 – Nasinu Office (10:00am to 3:00pm)

Submission

All Expression of Interest must be received no later than "3:00pm (Fiji Time) on Thursday 30th April, 2026". To obtain a copy of the Specification on the refurbishment and maintenance works, 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.

For any clarifications or questions, kindly email: properties@legalaid.org.fj or contact 7722364.

Please ensure all submissions meet the outlined requirements to be considered for evaluation.

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

1.1 General Terms and Conditions

Following general terms and conditions will apply.

Submission of Expression of Interest

All Expression of Interest must be submitted in electronically through online Expression of Interest Portal by Clicking (**Click to Submit for this EOI to access the page by: “3:00pm (Fiji Time) on Thursday 30th April, 2026”**).

All Expression of Interest submitted must be addressed to:

The Chairman

Legal Aid Commission

Level 2

73 Gordon Street, Suva

Fiji.

Should the Company become aware of any discrepancy, error or omission in the Expression of Interest document submitted, and the Company wishes to lodge a correction or provide additional information that material must be in writing and lodged to the same portal prior to the Expression of interest closing time.

1.2 Format of Response

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization;
- b. Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the
- c. Proposal, including their expected roles in negotiations; and
- d. Provide a contact name, address, facsimile number and email address which Legal Aid Commission will use in serving notices to the bidder.

1.3 Late Submissions

Submissions received within five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.

1.4 Amendment of Specifications

Legal Aid Commission at their sole discretion, may vary, add to, or amend the terms of this Expression of Interest including the nature and/or scope of services required and any other subject matter to which this Expression of Interest relates.

1.5 Applicants to Inform Themselves

- a. Each applicant should:
 - i. Examine this Specifications Document; and any documents referred to within; and any other information made available by Legal Aid Commission to the applicants;
 - ii. Obtain any further information about the facts, risks and other circumstances relevant to the Expression of Interest by making all lawful inquiries;
 - iii. Ensure that the Expression of Interest submission, and all information on which its proposal is based, is true, accurate and complete.

- b. By submitting their proposal, applicants will be deemed to have:
 - i. Examined the Expression of Interest specifications and any other information made available in writing by Legal Aid Commission to the applicants.
 - ii. Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.

1.6 Bidder's Risk

Legal Aid Commission accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the Expression of Interest or any participation in the EOI process.

1.7 Selection of Preferred Applicant

No proposal will necessarily be selected by Legal Aid Commission as the preferred solution/s. The Legal Aid Commission Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. Legal Aid Commission reserves the right to cancel this EOI and pursue an alternative course of action at any time.

Selection of Preferred Applicants/s will not be acceptance of the proposal and no binding relationship will exist between the preferred applicants/s and Legal Aid Commission until a written agreement acceptable by Legal Aid Commission is executed by an authorized officer of Legal Aid Commission and the successful applicants/s.

1.8 Conduct of Applicants

Conduct of Applicants or any of their consortium members, may affect the outcome of their EOI responses, including non-consideration of the proposal. Applicants warrant to Legal Aid Commission that they (and their consortium members) have not and will not engage in any of the following activities in relation to this EOI process:

- a. Lobbying of or discussions with any politician or political groups during this EOI process;
- b. Attempts to contact or discuss the EOI process with officers, any member or staff or contractor currently working in Legal Aid Commission or any agent of this Department; Exception to Evaluation Committee members.
- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- d. Accepting or providing secret commissions;
- e. Seeking to influence any decisions of Legal Aid Commission by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.9 Currency

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

1.10 Corporate Information

Each applicant must provide the following information:

Refurbishment and Maintenance Works

- a. Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company;
- b. A full description of current operations of the company including audited financial statement for the last 3 years;
- c. A copy of the company's Certificate of Business Registration;
- d. Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding;
- e. Provision of details of any legal proceedings that are being done against the company.
- f. Bank Account Details;
- g. A copy of the Provisional Tax Exemption Certificate.

1.11 Qualifications and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be submitted in the proposal together with the Tax Compliance Certificate;
- b. Be able to demonstrate that it will be able to meet its financial obligations under this Expression of Interest.

1.12 Mergers, Acquisitions, Sales of Applicant

Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.

1.13 Inquiries

- All questions and inquiries regarding the Expression of Interest are to be made in writing via email or official letter.
- All questions and inquiries will be responded to in writing by email.

- Verbal responses will not have any binding on either party.

2.0 Technical Specifications

Site Inspection;

A site inspection will be conducted on site at:

13th April, 2026 – Tavua Office (10:00am to 3:00pm)

14th April, 2026 – Sigatoka Office (10:00am to 3:00pm)

15th April, 2026 – Nasinu Office (10:00am to 3:00pm)

The site inspection is compulsory.

2.1 Scope of Work

The following table depicts the Proposed/Anticipated Scope of Work. More information will be provided during the site inspection.

<p>(1) Tavua Office</p> <ul style="list-style-type: none"> - 6.38mm clear laminated silver anodized partition 2650mm x 2055mm - 6.38mm clear laminated silver anodized partition 2650mm x 1940mm - Create opening in aluminum partition for new aluminum door as shown in the sketch enclosed. - Supply and installation of commercial lock for new aluminum door. - Remove a section of existing timber wall to make space for new aluminum door. - Removal of existing Aluminum door & framing and relocation to new location. Make good to new opening. - Supply and install floor tiles where wall has been removed. Tile colour to be discussed. - Dismantle ply board shelving and assemble in new office room. - Frosting works on new aluminum partitions.
<p>(2) Sigatoka Office</p> <ul style="list-style-type: none"> - Supply and install on grill door in the corridor outside - Supply and installation of filing shelves in the filling room - Demolition of partitions and make good - Interior Painting (optional)
<p>(3) Nasinu Office</p> <p>Level 1</p> <ul style="list-style-type: none"> - Remove & Relocate the glass partition with the door. - Carry out painting works. - Carry out frosting work. - Electrical work

- Make a design on the walls for the kids' play center
- Clean & Clear site

Level 2

- Remove wooden partition as per site discussion
- Block the doorway and carry out painting works
- General inside painting works after preparing the surfaces.
- Electrical work – Changing the 4ft lights
- Joinery Works – repairing the cabinets
- Clean & Clear site

Bidders are requested to provide:

- i. Breakdown of costs according to each scope identified in the table above
- ii. Warranties where relevant
- iii. Type of material that will be used
- iv. Labor to undertake scope
- v. Completion timeframe

There will be a defects period of three to six months from the date of completion. 5% retention will be held and released at the end of the defects period.

Important Notice

Nothing in the advertisement shall be construed to be a commitment on the part of the Legal Aid Commission. The Legal Aid Commission is not bound to accept the lowest priced Expression of Interest or all or any part of the Expression of Interest and reserves the right to select the successful Vendor as it sees appropriate. The successful Vendor will be notified formally, in writing. The Commission reserves the right to negotiate or enter into discussion with any of the vendors. The decision of the Legal Aid Commission is final.