



## TERMS OF REFERENCE

### Tender for Suva Office Used IT Equipment and Office Furniture

Investment Fiji, a statutory body established under Section 3 of the Investment Fiji Act 1980 and headquartered on the 6th Floor, Civic Tower, Victoria Parade, Suva, invites **written tenders for used IT equipment and Office Furniture** from its Suva Office.

#### 1. Tender Scope

This tender is for used IT equipment and Office Furniture located at Investment Fiji's Suva Office.

#### 2. Inspection & Images

- Photographs of the available equipment can be provided upon written request via email.
- Interested tenderers may also view the items in person at Investment Fiji's Suva Office between 9:00am and 12:00pm on Thursday, 11th September 2025.

#### 3. Tender Submission Details

- Tenderers must clearly **identify each item** they are bidding for and state the **proposed amount in Fijian Dollars (\$FJD)** next to each item.
- The total amount quoted must be **VAT Inclusive Price (VIP)**.

#### 4. Collection & Logistics

- The successful tenderer must **arrange for the collection** of the items from Investment Fiji's Suva Office within a time frame specified by Investment Fiji.

#### 5. Communication

- All inquiries must be submitted in **writing via email** to Manager Finance on email: [ravinesh@investmentfiji.org.fj](mailto:ravinesh@investmentfiji.org.fj)
- Responses will be provided in writing. **Verbal communication will not be considered binding.**

#### 6. Evaluation & Discretion

- Investment Fiji is **not obligated to accept the highest or any tender.**
- Investment Fiji reserves the right to accept, decline, negotiate, or pursue any alternative course of action at its sole discretion.

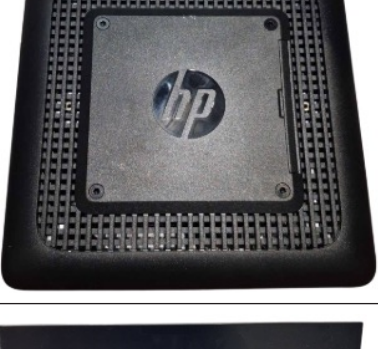


















#### 7. Submission Instructions

- All tender submissions must be emailed to: [tender@investmentfiji.org.fj](mailto:tender@investmentfiji.org.fj)
- Subject line must state:
- **"Tender for Suva Office Used IT Equipment and Office Furniture"**

#### 8. Closing Date

The closing date for submission is **Monday, 22nd September 2025 at 4:00 PM (FJT)**.

*Late submissions will not be considered.*

No.	Description	Photo
1	13 x HPT520 Flexible Series Thin Client	
2	1 x 22" AOC Screen	
3	2 x Dell Laptop	
4	9 x Monitor HP	
5	2 x HP PC ProDesk	
6	5 HP T530 Thin Client	
7	1 x Dell Latitude 5590 Laptop	
8	1x DELL Precision T1700 Desktop	
9	10x Portable Scanners	
10	1x HP ProCurve Switch	
11	1x DELL PowerConnect Switch	
12	1x HikVision Fingerprint Access Control Terminal	
13	1x D-Link Router	
14	2x Fortinet Access Points	
15	11 x 3 Tier Bookcase	
16	5 x 4 Drawer Filing Cabinet	
17	4 Drawer Filing Cabinet	
18	Long Fax Table	
19	5 x 4 Swing Door Cabinet	
20	Cupboard Unit – Executive Kitchen	
21	Shelf	
22	Display Stand	
23	Shelf	
24	Fridge	