



# TENDER DOCUMENT

Issued by: Investment **Fiji**

## Event Details

- Event: **Prime Minister's International Business Awards 2026**
- Date: **28 November 2026**
- Expected Attendance: **Approximately 750 guests**

## 1. Overview

Investment Fiji invites proposals from suitably qualified and experienced service providers for the provision of professional event services for the Prime Minister's International Business Awards 2026 (PMIBA 2026).

The PMIBA is one of Fiji's premier business recognition events, bringing together distinguished guests from government, the private sector, development partners, diplomatic missions, sponsors, and the wider business community.

The purpose of this tender is to engage experienced vendors capable of delivering high-quality services that meet the prestige, protocol, and operational standards required for a national awards event.

## 2. Categories Open for Tender

Interested service providers may apply for one or multiple categories:

### A. Venue & Event Facilities

Including:

- Ballroom/event venue
- Accommodation block bookings
- Event coordination support
- Venue logistics and facilities
- Security and accessibility provisions
- Internet and power backup



### **Minimum Venue Requirements**

The successful vendor (or the venue itself, if tendering directly) must provide or propose a venue that satisfies the following minimum requirements:

- Total capacity of 750 guests for a formal seated gala dinner with a top table arrangement
- Professional ballroom or purpose-built event space with high ceilings (minimum 5 metres) suitable for suspended lighting, projection, and scenic backdrops
- Separate Green Room or VIP holding area for the Chief Guest, the Honorable Prime Minister.
- Nearby meetings rooms for Secretariat and Media.
- Secure, dedicated loading bay and back-of-house access for equipment delivery
- On-site catering kitchen facilities or access for external catering provider
- Climate-controlled environment with proven HVAC capacity
- Full accessibility compliance including wheelchair access, accessible bathrooms, and evacuation provisions
- Minimum of three (3) dedicated bathrooms facilities
- Ample, secured, and well-lit car parking for a minimum of 100 vehicles
- Reliable high-speed internet connectivity with capacity for live streaming
- On-site security provisions or capacity to accommodate contracted security personnel

### **Venue Services Required**

- Provision of a guaranteed block of a minimum of sixty (60) room nights for the duration of the event (including set-up and event days).
- Full venue hire for event day plus a minimum of two (2) full set-up days and one (1) pack-down day
- Dedicated venue event coordinator available throughout the event
- Venue staff including ushers, front-of-house, and operations personnel
- Venue-supplied furniture including tables, chairs, and service stations (if applicable)
- Provision of venue audio-visual infrastructure where available (to be confirmed separately with AV vendor)
- Emergency generator backup power with an automatic switchover capability
- Emergency evacuation plan and procedures in place (including clear signage, trained staff, and safe exit coordination)

### **Specific Submissions for Venue**

- Capacity documentation, venue specifications sheet, and equipment inventory.
- Proposed group room rates, room types available for the block (e.g., King, Twin, Suites), and the cut-off date for releasing unreserved rooms.



## B. Audio Visual & Technical Production

Including:

- Professional audio system
- Visual display systems
- Event lighting setup
- AV integration and compatibility
- Technical infrastructure management
- Safety and cable management

### Technical Requirements

#### Audio

- Main front-of-house speaker system suitable for the venue.
- Stage monitoring is required for presenters, performers, or hosts.
- Digital audio mixing console and associated signal processing equipment.
- lectern microphones, and backup microphones as required.
- Playback system for music, stings, award cues, and video audio integration.
- Redundant audio paths or backup equipment for critical programme elements

#### Visual

The AV provider shall supply all visual display systems needed to support the event programme. This may include LED stage screens, 55-inch TV screens, relay screens, totem screens, presentation playback systems, switchers, and related visual control systems.

- High-quality display solution appropriate to the venue and stage design.
- Presentation and media playback capability for videos, award category slides, sponsor recognition, holding slides, and live cue content.
- Switcher or control system to manage seamless transitions between content sources.
- Confidence monitor or presenter viewing solution where required.
- Technical compatibility with event presentation files and show assets supplied by the organizer.

#### Lighting

The AV provider shall provide a complete lighting solution that enhances the visual quality, prestige, and atmosphere of the awards ceremony while supporting, stage presentation, and audience experience.

- Stage wash lighting for presenters, hosts, and award recipients.
- Feature lighting for entrances, walkways, branding elements, and ceremonial moments.
- Ambient and room lighting design appropriate to a formal gala setting.
- Lighting console and programming support for show cues.
- Follow spot or equivalent highlighting solution if required by the event programme.
- All lighting equipment must be safely installed and suitable for the venue environment.



### **Infrastructure & Safety**

- The AV provider shall identify all technical power requirements and coordinate these with the venue and organizer in advance.
- All equipment must be in good working order, electrically safe, and compliant with applicable standards.
- All cabling shall be neatly managed and secured to minimize trip hazards and maintain a professional appearance.
- The AV provider shall implement adequate safety measures for installation, operation, and dismantling activities.

### **Rehearsals and Event Execution**

The successful bidder shall support all required pre-event rehearsals and live show operations. This includes full technical setup within the agreed access period, system testing, cueing, and coordination with the Investment Fiji team, master of ceremonies, protocol personnel, performers, and venue management.

- Attend planning and coordination meetings as required.
- Participate in technical rehearsal and final rehearsal.
- Prepare and execute a detailed show cue list in consultation with the Investment Fiji.
- Remain available for troubleshooting and rapid issue resolution throughout the event.

### **Deliverables**

The successful bidder shall, at a minimum, deliver the following:

- A detailed technical proposal and equipment list.
- Event production layout or setup plan/ Floor plan.
- Event-day deployment schedule.
- Setup, testing, rehearsal, and live operation services.
- Backup and contingency arrangements for critical systems.
- Post-event pack-down and removal of all AV equipment.
- Any incident or technical report requested by the Investment Fiji following the event.

Investment Fiji reserves the right to amend the timeline at its discretion and will communicate any changes to participating bidders as appropriate.

The successful bidder shall comply with all applicable laws, regulations, venue rules, occupational health and safety requirements, and any event-specific security or protocol instructions communicated by the organizer.



## C. Photography Services

The successful service provider will be responsible for capturing high-resolution, publication-ready imagery that documents the prestige, protocol, and celebratory nature of the PMIBA 2026.

### Coverage of the Launch and Main Event

- Capture high-quality images of all formal proceedings, including the arrival of dignitaries, official speeches, entertainment performances, and the awards ceremony.
- Document VIP arrivals and high-protocol red-carpet moments.
- Provide candid coverage of interactions among guests, awardees, and corporate sponsors.
- Ensure complete, high-impact documentation of award presentations, capturing recipient reactions and key on-stage moments.
- Attend scheduled on-site technical and dress rehearsals to perform lighting checks, establish optimal shooting angles, and conduct practice shoots of mock stage presentations in coordination with the protocol team.

### Portraiture and Group Photography

- Conduct individual portrait sessions for award winners, keynote speakers, sponsors, and dignitaries.
- Organize and capture official group photographs (including award category winners across all 15 categories, the organizing committee, sponsors, and senior government officials).
- Ensure professional studio-quality lighting setups and provide clear posing guidance for all formal photographs.

### Venue and Décor Photography

- Capture wide shots, detailed close-ups, and creative angles of the venue, décor, branding, floral arrangements, stage setup, and lighting.
- Highlight sponsor branding, promotional displays, and media wall assets.
- Showcase the overall ambiance and atmosphere of the event, including pristine venue shots before guests arrive.

### Technical Standards, Post-Event Editing & Delivery

- All imagery must be captured on professional 24–45MP full-frame cameras in RAW format to ensure consistency.
- Provide edited high-resolution images that are professionally color-corrected, cropped, and retouched where necessary to maintain a premium corporate look.
- Deliver a curated highlights package of top images suitable for immediate press distribution to media partners (Fiji Sun and Fiji Village) and social media platforms within the event night. Full package to be delivered within 24 – 48 hours.
- Deliver the complete edited collection within the agreed deadline in an organized digital format (secure cloud download link, USB drive, or cloud folder).
- Ensure final images are optimized for multiple formats, including high-resolution print (300 DPI JPEGs) and web/social-media-ready formats.
- All original captures must be retained on archive by the vendor, with RAW files made available to Investment Fiji upon request.

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### Event Coverage

- Capture comprehensive video coverage of the Soft Launch and the Main Gala Event, including speeches, award presentations, live performances, and audience reactions.
- Film VIP arrivals, red-carpet interviews, and networking sessions.
- Rehearsal Requirement: Participate in final on-site technical rehearsals to test stage lighting compatibility, calibrate camera white balance, test audio feeds, and lock down camera cues.
- Ensure multi-camera coverage of the main stage (minimum of 2 roaming cinematic cameras on stabilizers/gimbals and 1 fixed master camera) for critical speeches and award presentations.
- Capture aerial drone footage (if permitted and compliant with local civil aviation regulations) to showcase the scale of the resort venue and crowd.

### Highlight Reel & Recap Video Production

- Social Media Highlight Reel (48–72 Hours): Produce a high-impact, 2–3-minute event highlight video optimized for social media platforms and press release distribution, delivered within 48–72 hours post-event.
- Comprehensive Event Recap: Deliver a comprehensive 5–10-minute recap video summarizing the entire event, featuring cinematic transitions, background music, official branding, and clear captions.
- Key Montage Sequences: Include seamlessly edited montages of the red carpet, key soundbites from speeches (including the Prime Minister's address), award handovers for all categories, performances, audience applause, and networking highlights.

### Technical & Post-Production Standards

- Audio Integration: Ensure high-quality, professional sound capture for speeches via a direct XLR feed from the main AV mixing console, supplemented by ambient room audio microphones.
- Resolution & Quality: Deliver all edited final videos in both Full HD (1080p) and 4K UHD quality formats.
- Graphics & Branding: Include official Investment Fiji branding elements, titles, lower thirds (identifying speakers and winners), sponsor logos, and event graphics matching the 2026 theme: "Economic Transformation and Inclusive Growth".
- Multi-Platform Deliverables: Provide both long-form event documentation and short-form, high-frequency social media content (specifically cut clips for Instagram, LinkedIn, and Facebook).
- Final Delivery: Deliver all final video assets within the agreed deadline via a secure cloud folder or external hard drive.
- Manage the live recording of the official launch event, with the immediate provision of a clean technical feed to Investment Fiji for digital dissemination.



## **General Expectations for Photographer & Videographer**

To ensure seamless execution fitting a high-profile state and corporate event, both selected vendors must strictly adhere to the following operational guidelines:

- Arrive early at the venue for technical setup, equipment calibration, and to capture pre-event venue/set-up shots.
- Maintain a highly professional demeanor, dressing in appropriate business/formal attire, and showing strict adherence to protocol when interacting with VIPs, government officials, sponsors, and guests.
- Work unobtrusively and discreetly throughout the night to avoid disrupting the flow of the event, guest sightlines, or official stage proceedings.
- Technical Redundancy: Provide complete backup equipment (including secondary camera bodies, lenses, flash units, and audio recorders) on-site to immediately mitigate any technical failures.
- Closely coordinate with the Investment Fiji Marketing and Communications team, the event floor manager, and the master of ceremonies to stay updated on schedule adjustments and execution of the final shot list.
- Implement a rigorous data backup workflow, ensuring a minimum of two (2) separate copies of all raw and edited digital files are securely stored immediately following the event to prevent data loss.

## **E. Television Coverage & Broadcast**

Investment Fiji is seeking a professional broadcast partner to handle comprehensive television coverage, real-time digital streaming, and network-wide promotional campaigns. To ensure maximum cost efficiency, avoid separate add-on invoices, and keep within strict budget limits, the core broadcast package must encompass extensive digital, website, social media, and cross-promotional radio mileage under a single, unified fee.

### **Core Television Production & Airing**

- Create, produce, and air high-quality television advertisements promoting the Prime Minister's International Business Awards throughout the campaign timeline.
- Provide comprehensive coverage of the event build-up, soft launch milestones, and main gala event highlights within national television news broadcasts.
- Secure and feature exclusive interviews on high-mileage television current affairs and talkback shows to provide deep public perspectives on the awards.
- Delayed Gala Telecast: Package and broadcast a professional, delayed coverage presentation of the main awards gala on the television channel to ensure wider national audience access.
- On-Screen Production Graphics: Integrate real-time lower-thirds identifying presenters and winners across all 15 official award categories, sponsor logos, and motion graphics matching the 2026 theme: "Economic Transformation and Inclusive Growth".

### **Mandatory Network Digital & Radio Integration (Included in Package)**

- The broadcast partner must actively promote all television content, interviews, and award highlights across their official digital websites and social media platforms to maximize campaign reach and online engagement.
- Bidders must utilize their broader network capabilities to bundle high-frequency radio advertisements, multi-lingual ads (English, Hindi, and iTaukei stations), dedicated news segments, and exclusive talkback current affairs interviews into the core package. This ensures full public reach across all demographics without incurring extra costs.



## **E. Print & Digital Campaign Services**

The successful service provider must deliver a comprehensive, hybrid media package that tightly integrates high-impact print features with extensive digital and social media amplification. To prevent cost overruns, optimize messaging, and ensure absolute budget adherence, every print and newspaper activity must include its corresponding digital, online portal, and social media rollout as an all-inclusive package cost.

### **Core Print & Newspaper Deliverables**

- Execute high-impact newspaper advertising to showcase the Prime Minister's International Business Awards. This includes full-page advertorials focusing on award categories, past winners, and sponsor stories.
- Deploy front-page wraps and prominent headlines across strategic campaign phases to gain maximum public attention and create immediate buzz.
- Publish deep-dive inserts in Saturday editions leading up to the main events to build anticipation, share application guides, and provide category details.
- Run daily top-banner countdown strips and localized countdowns in the print editions beginning a month before the event.
- Place highly visible banner advertisements on dedicated build-up editorial pages to enhance campaign recognition.
- Provide continuous editorial write-ups across three distinct phases: preceding the awards launch, post-launch/pre-award build-up, and post-award reviews.
- Produce a comprehensive post-event special feature showcase in print, detailing in-depth stories on category winners and sponsor appreciation to maintain momentum.

### **Mandatory Digital & Social Value-Add (Included in Package)**

- Every print asset and editorial write-up must be automatically repurposed, optimized, and cross-promoted by the vendor across their digital news websites, mobile applications, and official social media platforms (Facebook, LinkedIn, and X) at no additional cost to Investment Fiji.
- Print elements must incorporate embedded QR codes, while digital portals must utilize clickable skyscraper banners and high-frequency "sticky" countdown timers for mobile users to drive application drive and ticket sales traffic directly to Investment Fiji's online portals.

## **3. Mandatory Submission Requirements**

All bidders must submit the following:

1. Completed Tender Cover Sheet
2. Company Profile and legal structure
3. Relevant experience and portfolio
4. Minimum three comparable projects within the last four years
5. Proposed methodology and workplan
6. Detailed fee proposal with itemized pricing
7. Valid business registration and TIN documentation
8. Two professional referees
9. Signed declaration of non-collusion and conflict of interest



## 4. Evaluation Criteria

Submissions will be assessed based on:

- Relevant experience and portfolio
- Technical capability and methodology
- Understanding of event requirements
- Quality and reliability of proposed services
- Value for money
- Capacity to deliver within required timelines

## 5. Reservation of Rights

Investment Fiji reserves the right to:

- Accept or reject any submission
- Request additional information
- Amend or cancel the tender process
- Award one or multiple contracts across categories

Issuance of this tender does not constitute a commitment to award any contract or reimburse costs incurred during proposal preparation.

## 6. Conclusion

Investment Fiji looks forward to receiving competitive proposals from capable and experienced service providers for the successful delivery of venue, photography, videography, television coverage & broadcast, radio coverage & promotions, audio visual, sound, and lighting services for the Prime Minister's International Business Awards 2026.

Interested bidders are encouraged to review this tender document carefully and ensure that all required information is submitted in full by the stated deadline.

## 7. Submission Instructions

All submissions must include:

- Clearly marked tender category/categories
- Full proposal documentation in PDF format
- Pricing in FJD inclusive/exclusive of VAT where applicable

Submission Email: [tender@investmentfiji.org.fj](mailto:tender@investmentfiji.org.fj)

Submission Deadline: **5th June, 2026**

*Late submissions may not be considered.*



**Prime Minister's  
International Business  
Awards 2026**  
Fiji's most prestigious Business Awards

## **8. Enquiries**

All enquiries regarding this tender should be directed to:

Tender Committee

Investment Fiji

e: [tender@investmentfiji.org.fj](mailto:tender@investmentfiji.org.fj)

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