



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

TENDER DOCUMENT

Issued by: Investment 

Event Details

- Event: **Prime Minister's International Business Awards 2026**
- Date: **28 November 2026**
- Expected Attendance: **Approximately 750 guests**
- Venue: **Denarau Island Conventions Centre (DICC) at the Sheraton Fiji Golf & Beach Resort**

1. Overview

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

We seek a professional theming and styling partner to transform the Denarau Island Conventions Centre at the Sheraton Resort & Spa into an elegant and innovative celebration that seamlessly blends the prestige of a modern gala with the cultural richness of Melanesian influences. The design should demonstrate exceptional attention to detail, sustainability practices, and innovative creative solutions that enhance the guest experience throughout the venue.

2. SCOPE OF WORK

Interested service providers may apply for one or multiple categories:

2.1 Stage Decoration

Design and execute decorative elements for the main stage incorporating:

- Floral arrangements that reflect Melanesian and gala aesthetics
- Custom-designed rug or flooring element for the stage
- Additional innovative decorative elements that enhance the overall theme and create visual impact

2.2 Walkway Panels

Supply and installation of custom-made walkway panels featuring:

- Decorative boards with integrated design elements
- Integrated strip lighting that complements the theme and provides ambient illumination
- Seamless integration with venue architecture and overall event flow



2.3 Table Setup for 70 Tables

Complete tablescape styling for approximately 70 tables including:

- Approximately 700 chair covers with thematic design and quality finishing
- Centerpieces for each table reflecting the Melanesian & gala theme
- Table runners that coordinate with the overall color scheme and design narrative
- All elements should maintain consistency while allowing for thematic variation across tables

2.4 Innovative Entrance Decoration and Archway

Create a memorable first impression with:

- Custom-designed entrance decoration that welcomes guests and sets the event tone
- Architectural archway structure incorporating innovative design elements
- Lighting and floral integration for dramatic visual effect
- Sustainable and reusable elements where possible

2.5 Photo Wall Decoration

Design and construct a photo wall installation featuring:

- Thematic backdrop design that creates social media engagement
- Innovative structural and decorative elements
- Appropriate lighting to enhance photography

2.6 Provision of Bar Setup

Provision of a minimum of 8 bars throughout the venue including:

- Decorative elements including floral arrangements, signage, and structural accents
- Functional design that does not impede service operations

3. KEY REQUIREMENTS & EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- **Sustainability:** Demonstrate commitment to environmentally responsible practices, including reusable materials, waste reduction, and eco-friendly sourcing.
- **Innovation:** Showcase creative and original design concepts that elevate the guest experience and differentiate the event.
- **Prestige:** Deliver designs and execution that reflect luxury, sophistication, and attention to detail appropriate for a high-profile gala.
- **Elegance:** Ensure aesthetic cohesion, quality craftsmanship, and seamless integration of all design elements.



- Melanesian Cultural Integration: Authentically and respectfully incorporate Melanesian design elements and cultural motifs.
- Project Management: Demonstrate ability to coordinate complex logistics, manage timelines, and ensure seamless day-of execution.

5. PROJECT TIMELINE

Event Date: **28th November 2026**

Setup should commence sufficiently in advance to ensure all elements are properly installed and tested prior to guest arrival.

6. 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.

7. CONCLUSION

Investment Fiji looks forward to receiving competitive proposals from capable and experienced service providers for theming & styling 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.

8. 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**

Submission Deadline: **11th September, 2026**

Late submissions may not be considered.



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9. Enquiries

All enquiries regarding this tender should be directed to:

Tender Committee

Investment Fiji

e: tender@investmentfiji.org.fj

p: **+679 3315988**