

TERMS OF REFERENCE

Tender for Suva Office Used IT and Office Equipment

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 and Office Equipment** from its Suva Office.

1. Tender Scope

This tender is for used IT and Office Equipment 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 29th October or Friday 30th October 2026.

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 Finance Officer on email: aishah@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
- Subject line must state:
- **"Tender for Suva Office Used IT and Office Equipment"**

8. Closing Date

The closing date for submission is **Wednesday, 4th November 2026 at 4:00 PM (FJT)**.

Late submissions will not be considered.

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
SFA02	Lenovo X1 Yoga	R90SC1Z2	BIOS beep on startup; CMOS battery low. As is where is basis	
pool 29	HP 14s	5CD124MR31	As is where is basis	
ITSO	Dell XPS 13	GN02D72	Battery not detected. As is where is basis	
HREG01	Dell Latitude 5420	4XM70J3	Heats up quickly. As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
LAB001	Lenovo V 15 IIL	PF2M5H1T	Frame and battery cover cracked; battery cover open. No charger. As is where is basis	
Pool024	Lenovo V15-IIL	PF2M4Q1T	No charger. As is where is basis	
MGR01	Lenovo ThinkBook 15 G4	MP2BZ096	Keyboard frame cracked on the left side near the middle. As is where is basis	
TENDER01	Lenovo V15-IIL	PF2M5H3D	Battery cover cracked and open. No charger. As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
TD001	HP HL1710	CNC828QYW6	As is where is basis	
MON008	HP P223a	CNK73305G9	As is where is basis	
MON019	HP P223a	CNK73305GT	As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
FINANCE001	Lenovo V530-24ICB	MP1FEL9D	All in one computer. Thin line on screen. As is where is basis	
TD002	Lenovo V530-24ICB	MP1FELAG	All in one computer. As is where is basis	
MON052	Dell E2216H	CN-OOJPKM-72872-719-A3TI-A00	As is where is basis As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
E-TV02	Samsung UA32N5300AS	08E53NAM900051L	32 inch. As is where is basis	
TV50	Hisense 32N2170HW	3TE32M1814040 IF39A50266	32 inch. As is where is basis	
E-TV01	Hisense (model not recorded)	3TE32M1814040 IF39A50270	32 inch. As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
E-TV01	Hisense (model not recorded)	3TE32M1814040 IF39A50170	32 inch. Location As is where is basis	
HR-TV03	Hisense 32N2170HW/8159	3TE32M1814040 IF39A50263	32 inch. Location As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
PJ01	Acer X1161P	EYJBU0101323100290593B	projector. As is where is basis	
SW01	Cisco SG200-50	DCCEC1A99816	As is where is basis	
SW02	Dell Power Connect 3524P	CN-OP489K-28298-46B-0217-A12	As is where is basis	

Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
AGRICULTURE	Samsung tablet	R52H90V3JJL	As is where is basis	
FORESTRY	Samsung tablet	R52H90V3G7J	As is where is basis	

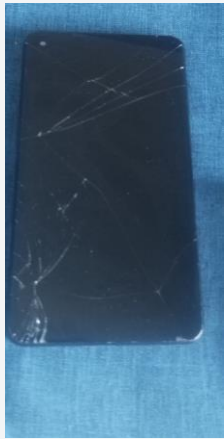
Asset tag	Brand and model	Serial number	Condition and remarks	Photograph
IFHV01	Dell R730 server	2MWF862	As is where is basis	 A photograph of a Dell R730 server. The server is a rack-mountable unit with a silver and black front panel. It features a power button, a status indicator, and a label that reads 'IFHV01'.
PBX	astTECS PBX	Not recorded	As is where is basis	 A photograph of an astTECS PBX. The device is a black, rack-mountable unit with a front panel featuring a series of ventilation slots and a label that reads 'astTECS'.
APCM	APC rack screen	4A1324A30098	As is where is basis	 A photograph of an APC rack screen. The device is a black, rack-mountable unit with a front panel featuring a large screen and a keyboard. The APC logo is visible on the front panel.

Two IMEI numbers on one row identify a single device. Dates are shown as recorded.

Asset Tag	Model	Serial or recorded identifier	IMEI numbers	Date and remarks	Photograph
A31-02	Samsung Galaxy A31	R58K22Y8ACW	355869110204632 355870110204630	Cracked screen and camera. As is where is basis	
A10S-01	Samsung Galaxy A10s	R58K22Y8APM	354723118083780	Cannot switch on As is where is basis	
A51 001	Samsung Galaxy A51	R58N1297KKA	352353114356683 352354114356681	As is where is basis	
A31-01	Samsung Galaxy A31	SM-A315G/DS	355869110208922 355870110208920	As is where is basis	

Ref	Model	Serial or recorded identifier	IMEI numbers	Date and remarks	Photograph
A51-EE	Samsung Galaxy A51	R58N1296YDL	352353114349696 352354114349694	As is where is basis	
A31 03	Samsung Galaxy A31	RF8N41L2JDJ	355869110208443 355870110208441	Cracked screen. As is where is basis	
A31-05	Samsung Galaxy A31	RF8N92ZWEP	355869112199350 355870112199358	As is where is basis	
A51-CC	Samsung Galaxy A51	RF8K102125VE	352353114356733 352354114356731	Hairline crack As is where is basis	

Ref	Model	Serial or recorded identifier	IMEI numbers	Date and remarks	Photograph
A51-BB	Samsung Galaxy A51	R58N1297LEJ	352353114356964 352354114356962	Cannot charge. As is where is basis	
A51-AA	Samsung Galaxy A51	R58N12983TT	352353114362376	As is where is basis	
X	Apple iPhone	Not recorded	Not recorded	As is where is basis	
A33-01	Samsung Galaxy A33	RFCT41B925D	353475124300531 355814214300530	As is where is basis	

Ref	Model	Serial or recorded identifier	IMEI numbers	Date and remarks	Photograph
A31-04	Samsung Galaxy A31	RF8N92ZPWKE	355869112199400 355870112199408	As is where is basis	
BOARD ISSUE	Samsung A54	R5CW40TK19K	350320365627023	Motherboard issue. As is where is basis	
A54-@@	Samsung A54	R5CW40YK1GL	350320365627098	Motherboard issue As is where is basis	
A21S- UNK	Samsung a21s		351662612824161	cracked screen. As is where is basis	

Ref	Model	Serial or recorded identifier	IMEI numbers	Date and remarks	Photograph
SM1	Samsung old S series			As is where is basis	
SM1	Samsung old S series			As is where is basis	
A32-01	Samsung A32			As is where is basis	
J7-1	Samsung J7			As is where is basis	

Ref	Model	Serial or recorded identifier	IMEI numbers	Date and remarks	Photograph
J7-2	Samsung J7			As is where is basis	
A51-DD	Samsung Galaxy A51		355036117157425	As is where is basis	

Asset tag	Brand and model	Condition and remarks	Photograph
	I x Round Reception Desk	As is where is basis	<div><p>Investment Fiji 3D signage not included.</p></div>
<div>Set 1Set 2</div>	2 Sets x Black Leather Sofa	As is where is basis	<div><p>Set 1 –</p><p>Set 2 – Coffee Table not included</p></div>
	Roller Blinds	As is where is basis	

Asset tag	Brand and model	Condition and remarks	Photograph
Chair 1-65	65 x Chairs	As is where is basis	<div></div>

Asset tag	Brand and model	Condition and remarks	Photograph
	STIHL Vacuum Cleaner	As is where is basis	
	High Back Chair - Lautoka Office	As is where is basis	
	Medium Back Chair – Labasa Office	As is where is basis	