



**SPECIFICATIONS FOR
SUBLEASING BUILDING SPACE AT FIRCA HEAD OFFICE,
NASESE**

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The following are excerpts and addendums from the EOI advertisement for Fiji Islands Revenue and Customs Authority as it originally appeared in the local media and should be used as the basis to submit your proposals:



EXPRESSION OF INTEREST
SUBLEASE BUILDING SPACE AT FIRCA HEAD OFFICE, NAESE

The Fiji Islands Revenue & Customs Authority (FIRCA) invites Expressions of Interest from reputable companies and catering businesses interested to lease the following:

1. One whole floor space located at Building 3, Level 2. This space is suitable for office occupancy;
2. 617sqft space located at Building 1, Level 3. This space will be utilized for provision of refreshments for staff during working hours.

A detailed specification of the Expression of Interest is available from the FIRCA website at the following link: <http://www.frca.org.fj/tenders/eoi-lease1.pdf>

Further clarifications and/or questions should be directed through email to dsingh@frca.org.fj.

Expression of Interest is to be submitted in a sealed package and clearly marked “**EOI-Lease FIRCA Head Office**” and addressed to:

The Chairman
FIRCA Tenders Board
Fiji Islands Revenue & Customs Authority
Private Mail Bag
Suva

Or hand delivered to the FIRCA Head Office located at Level 6, Dominion House, Scott Street, Suva.

Expressions of Interest must be received no later than 1200 Hours (12noon) on Friday 8th May 2009.

1. Introduction

The Fiji Islands Revenue & Customs Authority (FIRCA) was officially established on January 1st 1999 in accordance with the Fiji Islands Revenue & Customs Act 1998. It was part of the Government's public sector reform program in its efforts to make its organizations efficient and effective in the delivery of their services.

The reform resulted in merging the functions of the former Inland Revenue and Customs and Excise Departments into a single administrative institution with significant responsibility for revenue collection, facilitation of trade and border protection.

Since its establishment under the banner of FIRCA, the Customs & Tax Departments have continued to operate at separate locations. Currently, FIRCA offices are located at four different sites namely:

- Dominion House – Corporate Headquarters
- Tri Towers (Waisomo House, Nasoqo House and Senikau House) – Tax Revenue Collection
- Ro Lalabalavu House – Tax Compliance
- Customs Main Building & Flying Angel Building – Customs Operations

To improve efficiency and strengthen work processes, FIRCA is now relocating all its offices to one site from which to operate. This site is located at the corner of Ratu Sukuna Road & Queen Elizabeth Drive and comprises three buildings.

The new FIRCA Complex will house approximately 500 staff including staff currently based at Customs Main Building and Flying Angel Building. This new complex is split into three buildings comprising 12 levels with a total floor space of 130,000square feet.

With such a large space, FIRCA intends to sublease one whole floor for office use located in Building 3, Level 2; and part of the recreation centre located in Building 1, Level 3, to potential caterers for the provision of morning and afternoon tea and lunch. This catering service will be limited to staff only.

2. General Terms and Conditions

Following general terms and conditions will apply.

2.1 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 Proposal, including their expected roles in negotiations; and
- c. Provide a contact name, address, facsimile number and email address which Fiji Islands Revenue and Customs Authority will use in serving notices to the bidder.

2.2 Late Submissions

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

2.3 Applicants to Inform Themselves

Each applicant should:

- a. Examine this Specifications Document; and any documents referred to within; and any other information made available by FIRCA to the applicants;
- b. Obtain any further information about the facts, risks and other circumstances relevant to the EOI by making all lawful inquiries; and
- c. Ensure that the EOI Submission, and all information on which its proposal is based, is true, accurate and complete.

By submitting their proposal, applicants will be deemed to have:

- a. Examined the EOI specifications and any other information made available in writing by FIRCA to the applicants.
- b. 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.

2.4 Bidder's Risk

FIRCA accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the EOI or

any participation in the EOI process.

2.5 Selection of Preferred Applicant

No proposal will necessarily be selected by FIRCA as the preferred solution/s. The FIRCA Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FIRCA 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 FIRCA until a written agreement acceptable by FIRCA is executed by an authorized officer of FIRCA and the successful applicants/s.

2.6 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 FIRCA 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 FIRCA 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 FIRCA by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

2.7 Currency

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

2.8 Corporate Information

Each applicant must provide the following information:

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies;
- b. 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;

- c. A full description of current operations of the company including audited financial statement for the last 3 years, this can vary;
- d. A copy of the company's Certificate of Incorporation;
- e. 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;
- f. Provision of details of any legal proceedings that are being done against the company.

2.9 Qualifications and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal.
- b. Be able to demonstrate that it will be able to meet its financial obligations under this EOI.

2.10 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.

2.11 Inquiries

- All questions and inquiries regarding the EOI are to be made in writing via email.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

3. Specific Information to be Included in EOI – Office (Building 3, Level 2)

3.1. Company Overview

All Expressions of Interest must:

- 1) Provide a detailed description of the company.
- 2) Provide the Tax Identification Number (TIN).
- 3) Provide evidence that the company is financially sound and able to meet lease payments.

3.2. Lease Proposal

Bidders are required to indicate the following:

- 1) Duration of lease. FIRCA is looking for a long term lease of not less than ten years with option to renew;
- 2) Description of business activity that will be conducted at the premises;
- 3) Proposed rent. FIRCA will accept not less than \$30 per square foot in annual rental but this can be subject to further negotiations.

Total floor space amounts to 10,528square feet. A visit of the premises can be arranged with Mr Dinesh Singh who can be contacted on email dsingh@frca.org.fj or phone 3301551.

Other standard lease conditions or costs usually borne by commercial tenants will apply. This will be contained in a lease agreement.

3.3. Other General Information

Interested Bidders are requested to provide the following:

- 1) Landlord Reference – name of current and previous landlord (if any);
- 2) Contact person with whom FIRCA can liaise for any negotiations or further information requested.

4. Specific Information to be Included in EOI – Catering (Building 1, Level 3)

4.1. Company Overview

All Expressions of Interest must:

- 1) Provide a detailed description of the company.
- 2) Provide the Tax Identification Number (TIN).
- 3) Provide evidence that the company is financially sound and able to meet lease payments.

4.2. Catering Proposal

Bidders are required to indicate the following:

- 1) Types of food/refreshments provided for morning tea, lunch and afternoon tea. Bidders are requested to provide various menu options;
- 2) Prices for each menu. FIRCA expects prices to be reasonable at a rate which is affordable to staff;
- 3) Menu should include nutritious meals and provision for soft drinks, etc.;
- 4) No cooking will be allowed on the premises so caterers will have to provide food warmers and other necessary equipment such as white goods (fridge, microwave, etc.). The fit-out of the catering area (i.e. space to be used by caterers only) is the responsibility of the successful bidder.

A visit of the premises can be arranged with Mr Dinesh Singh who can be contacted on email dsingh@frca.org.fj or phone 3301551.

4.3. Other General Information

Interested Bidders are requested to provide the following:

- 1) Landlord Reference – name of current and previous landlord (if any);
- 2) Contact person with whom FIRCA can liaise for any negotiations or further information requested;
- 3) References for provision of catering services for other offices.

4.4. Rent & Other Costs

FIRCA will levy annual rental of \$18,510 per annum but this can be subject to further negotiations. Caterers will be required to set up their own equipment. Costs relating to this fit-out will not be borne by FIRCA.