



**FIJI
PROCUREMENT
OFFICE**

PUBLIC PROCUREMENT TIPS

Public Procurement Practice

EXPRESSION OF INTEREST (EOI)

1. EOI is not a tender or request for quotation SO It should not be used as a means of obtaining quotations for the procurement of goods, service or work.
2. EOI is used by Agencies to seek interest from suppliers who can provide the particular goods or services
3. There is no requirement for suppliers to submit price
4. Scope of work is often defined but in significantly less detail than a tender
5. There is fixed time period for suppliers to respond

WHEN TO USE EOI

1. To seek interest from suppliers who can provide the particular goods or services
2. Make an assessment of the market to see what is on offer
3. EOI can be used as a preliminary stage for selective and prequalified tendering processes, for selecting a Panel of Contractors.

CALLING AND EVALUATING AN EOI

1. An EOI shall be advertised by the procuring ministry or department or the Fiji Procurement Office (FPO) if requested
2. Upon the receipt and opening of bids, the offers are to be evaluated by an evaluation team appointed by the Permanent Secretary of that procuring ministry or department.
3. The evaluation team should comprise of three (3) to five (5) officers
4. The panel must include a representative from Ministry of Trade and Industry, Fiji Procurement Office and a Technical expert
5. All bids must be evaluated based on the specification, scope, statement of work and other requirements as stipulated in the terms of reference. Price will not be evaluated

LEGISLATION & GUIDELINES

- Regulation 39 of the Fiji Procurement Regulation 2010
- Guide to Expression of Interest 2014
- Finance Circular 3-2014: Expression of Interest Guide