

MINISTRY OF ECONOMY

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Ro Lalabalavu House, 370 Victoria Parade, Suva

08th April, 2019

To: The Permanent Secretaries and Heads of Department

Re: Tender No. CTN 176/2018 – Supply of Garden Tools for Whole of Government

The Government Tender Board in its Meeting No. 2/2019 held on 13/2/2019 approved the Supply of Garden Tools for Whole of Government to various companies for a period of **two (2) year** on “as and when required” basis. The award is on option basis, hence Ministries & Departments must purchase from Option 1 supplier. In an event where option 1 supplier is unable to supply, Ministries & Department’s must obtain written confirmation from the first option supplier of their inability to supply before engaging the second option supplier. The contract is effective from **3rd April, 2019** and will expire on **2nd April, 2021**. Detailed rates of individual items are attached as **Appendix 1**.

Ministries & Departments should engage the approved supplier on “as and when” required basis by issuing a purchase order. Officers are reminded of Section 35 of the Procurement Regulations 2010 where they are obliged to procure from the approved Government Contractors.

Ministries & Departments are required to plan their ordering and place orders in advance to allow the supplier to prepare collective orders and to ensure that payments of such purchase is made within 30 days of receipt of goods.

Officers who are involved in the procurement for their respective agencies are required to maintain a detailed record and monitor the performance of the supplier(s) during the contract period. Any complaints regarding the supplier(s) must be officially corresponded to the Head of Procurement (Fiji Procurement Office) or call our feedback team on 3221234.


Kindly bring the contents of this letter to the attention of all officers involved in procurement and facilitation of payments for the above-mentioned contract.

The contact person and details of the company are as follows:

Company	Contact Name	Phone Contact	Email
Vinod Patel & Company Limited	Ms. Stephanie Narayan	3393111 9986649	stephanie.narayan@vinodpatel.com.fj
	Mr. Mayank Mall	9906429	mayank.mall@vinodpatel.com.fj
Carpenters Hardware	Mr. Mohammed Iqbal	3313155 9990884	m.iqbal.hw@carpenters.com.fj

The Fiji Procurement Office looks forward to your cooperation and compliance to this contract.

Ministries and Departments seeking further clarification regarding the above may contact Mrs. Ronika Nand Ph. 3221235 or email to ronika.nand01@economy.gov.fj.


Ronika Nand (Mrs.)
For **Permanent Secretary Economy**