



# MINISTRY OF ECONOMY

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Website: [www.economy.gov.fj](http://www.economy.gov.fj), Email: [Economyinformation@economy.gov.fj](mailto:Economyinformation@economy.gov.fj)  
Ro Lalabalavu House, 370 Victoria Parade, Suva

30 December, 2019

To: The Permanent Secretaries and Heads of Department

**Re: Tender No. CTN 110/2019 – Supply of Janitorial Product for Whole of Government**

The Government Tender Board in its flying minute No. 92/2019 held on 20/11/2019 approved the Janitorial Product for Whole of Government to Max Marketing & Publishing Pte Ltd for a period of two (2) years on "as and when required" basis.

The contract is effective from **09<sup>th</sup> December 2019** and will expire on **08<sup>th</sup> December, 2021**. Detailed rates of individual items can be obtained from the undersigned officer.

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 under Standing offer contracts.

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 through our complaints portal in [www.fpo.gov.fj](http://www.fpo.gov.fj)


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
Max Marketing & Publishing Pte Ltd	George Thaggard	3375041 9990585	<a href="mailto:sales3@maxmarketingfiji.com">sales3@maxmarketingfiji.com</a>

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](mailto:ronika.nand01@economy.gov.fj).

  
for **Salmoni Veramu (Mr.)**  
(Head of Procurement)  
for **Permanent Secretary Economy**