



MINISTRY OF ECONOMY

P.O.Box 2212, Government Buildings, Suva, Fiji; Tele: (679) 330 7011, Fax: (679) 330 8654
Website: www.economy.gov.fj, Email: Economyinformation@economy.gov.fj
Ro Lalabalavu House, 370 Victoria Parade, Suva

13 February, 2020

To: The Permanent Secretaries and Heads of Department

Re: Tender No. CTN 110/2019 – Supply of Office Supplies (Small Office Machines)

The Government Tender Board in its flying minute No 06/2020 held on 17/01/2020 approved the Small Machines for Whole of Government to Max Marketing & Publishing Pte Ltd, Destiny Holdings Pte Ltd T/A Jedi's Stationery, Acrobat Holdings Ltd T/A Suva Book Shop for a period of two (2) years on "as and when required" basis.

The contract is effective from **11th February 2020** and will expire on **10th February 2022**. 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


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 | sales3@maxmarketingfiji.com |
| Destiny Holdings Pte Ltd T/A Jedi's Stationery | Shailendra Narayan | 3301253 9925096 | jedist@connect.com.fj |
| Acrobat Holdings Limited | Shahida Begum | 9993427 | suvabookshop@connect.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. Vandhika Prasad Ph. 3221235 or email to vandhika.prasad@economy.gov.fj.


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