



MINISTRY OF ECONOMY

P.O Box 2212, Government Buildings, Suva, Fiji; Tele: (679) 3307011, Fax: (679) 3308654 Website: www.economy.gov.fj Email: EconomyInformation@economy.gov.fj
Ro Lalabalavu House, 370 Victoria Parade, Suva

14th October 2020

To: The Permanent Secretaries and Heads of Department

Re: **Tender No. CTN 52/2020 – Supply of Photocopying & Printing Paper for Whole of Government**

The Government Tender Board in its Meeting No. 80/2020 held on 15/09/2020 approved the Supply of Photocopying & Printing Paper for Whole of Government Ashabhai & Co Pte Limited, Janty Kanvan Pte Limited and Serendib Investment Pte Limited for a period of **two (2) years** on “as and when required” basis.

The award is on open basis hence Ministries & Departments may purchase from any of the approved suppliers. However, agencies are to utilize the cheapest option and ensure that appropriate reasons/documentation are to be recorded if they choose to procure from another supplier. Agencies are to be mindful of their budget in the selecting the preferred suppliers.

The contract’ is effective from **16th October, 2020** and will expire on **15th October, 2022**. 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.

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
Ashabhai & Co Pte Limited	Binesh Prakash	3387399 7737399 7707008 9262606	binesh@ashabhai.com.fj
Janty Kanvan Pte Limited	Jigar Khatri	3381300 9990601	jigar@kanvan.com.fj
Serendib Investment Pte Limited	Nitesh Prasad	3385999 8928889 8315816	Nitesh.Prasad@serendib.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 Ms. Vandhika Prasad on Ph: 3221235 or email to vandhika.prasad@economy.gov.fj



Vandhika Prasad (Ms.)
for **Permanent Secretary Economy**

