



MINISTRY OF ECONOMY

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Ro Lalabalavu House, 370 Victoria Parade, Suva

4th January, 2021

To: The Permanent Secretaries and Heads of Department

Re: Tender No. CTN 71/2020 – Supply of Fuel & Lubricants for Whole of Government

The Government Tender Board in its Meeting No. 106/2020 held on 4/01/2021 approved the Supply of Fuel & Lubricant for Whole of Government to Total (Fiji) Ltd for a period of **three (3) years** on rate basis “as and when required” basis.

The contract is effective from **4th January, 2021** and will expire on **3rd January, 2023**. Detailed rates of individual items are attached. *Any increase in price is subject to the Fijian Competition & Consumer Commission regulated prices.*

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
Total (Fiji) Ltd	Sushila Lal	3313933 9997742	sushila.lal@total.com

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 Mr. Salesi. Bolai on Ph: 3221237 or email to salesi.bolai@economy.gov.fj

Waisea Uluivanuavatu (Mr.)
for **Permanent Secretary Economy**