



EXPRESSION OF INTEREST - 24/20

**PRODUCT BRANDING REVIEW FOR HOUSING
AUTHORITY**



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1. General Terms and Conditions

Following general terms and conditions will apply.

2. Format of Response

Each bidder must provide a formal Expression of Interest that must:

- (a) Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization;
- (b) Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the Proposal, including their expected roles in negotiations; and
- (c) Provide a contact name, address, facsimile number and email address which Housing Authority will use in serving notices to the bidder.

3. Late Submissions

Submissions received within Five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.

4. Applicants to Inform Themselves

Each applicant should:

- (a) Examine this Specifications Document; and any documents referred to within; and any other information made available by HA to the applicants;
- (b) Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries;
- (c) Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.

5. By submitting their proposal, applicants will be deemed to have:

- (a) Examined the tender specifications and any other information made available in writing by HA to the applicants.
- (b) Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.

6. Bidder's Risk

HA accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the tender or any participation in the tender process.

7. Selection of Preferred Applicant

No proposal will necessarily be selected by HA as the preferred solution/s. The HA Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. HA reserves the right to cancel this tender and pursue an alternative course of action at any time. Selection of Preferred Applicant will not be acceptance of the proposal and no binding relationship will exist between the preferred applicant(s) and HA until a written agreement acceptable by HA is executed by an authorized officer of HA and the successful applicant(s).

8. Conduct of Applicants

Conduct of Applicants or any of their consortium members, may affect the outcome of their tender responses, including non-consideration of the proposal. Applicants warrant to HA that they (and their consortium members) have not and will not engage in any of the following activities in relation to this tender process:

- (a) Attempts to contact or discuss the tender process with officers, any member or staff or contractor currently working in HA or any agent of this Department; Exception to Evaluation Committee members.
- (b) Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- (c) Accepting or providing secret commissions;
- (d) Seeking to influence any decisions of HA by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

9. Currency

All currency in the proposal shall be quoted in **Fiji Dollars** and **prices shall be VAT Inclusive**.

10. Corporate Information

Each applicant must provide the following information:

- (a) Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies;
- (b) Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company;
- (d) A copy of the company's Certificate of Incorporation;
- (e) Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding;
- (f) Provision of details of any legal proceedings that are being done against the company.



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Submissions must include:

1. Company and Registration Profile
2. Business License
3. Tax Compliance & Vat Registration
4. FNPF compliance
5. OHS Compliance
6. Client Testimonials/References.
7. Any other report to support your submission

To obtain a copy of the scope of work you can access our website on <http://www.housing.com.fj/careers/>

Please submit your documents on the following link: <https://www.tenderlink.com/housing/>
OR deposit in the tender box where sealed envelopes marked “**Expression of Interest HA product branding review**” are to be addressed to The Chief Executive Officer, Suva and is to be placed in the appropriate Tender Box provided at the Housing Authority Corporate Governance Office, Level 5, Valelevu House, Saqa Street, Valelevu, Nasinu.

Expressions of Interest close at 3.30 pm – Friday 17th July, 2020. Late submissions will not be accepted, for any further details or clarifications, you can contact Senior Public Relations Officer – Mr. Josua Lal on 3392 – 977 or email jlal@housing.com.fj.