



PROVISION OF VALUER SERVICES – SCOPE & CONDITIONS (PANEL of VALUERS)

1. Background

Established by an Act of Parliament in 1955, with the initial vision to provide affordable housing for low-income earners in urban centers who could otherwise be unable to secure a permanent residence for themselves, the Authority has in recent years expanded its services to include mortgage financing for middle to high-income earners.

Currently we are providing finance facility to more than 1,600 customers Fiji wide.

2. Purpose of Expression of Interest (EOI)

The valuation report is an integral component of Housing Authority's (HA) lending and lot development process and therefore seek registered valuer service providers in Fiji to be part of the **Panel of Valuers** who are able to provide HA with the best practice standard valuation reports as and when required.

3. Scope of Work for Valuer Services for the Central, Western and Northern Regions

The valuer services for HA are not limited to these but include the following service:

- i. All valuation report must be addressed to Housing Authority.
- ii. All report must clearly state that it may be relied upon for mortgage purposes and that the property is suitable for HA mortgage lending and also replacement value for insurance purpose.
- iii. The Registered Valuer who has inspected the property personally must sign all reports.
- iv. A mortgage recommendation must be supplied if the valuer feels lending should be limited for any reason (e.g. declining security value, specialized property etc.)
- v. A search copy of title not more than 30 days (and lease if applicable) must be pursued by the valuer.
- vi. Where known, the sale price should be shown and comments made about any major discrepancy between the sale price and the value determined by the valuer.
- vii. Any items causing concern should be noted. E.g. Condition of improvement and stability of land etc.
- viii. Any defects that will comprise security value over time, or that the valuation assumption will be rectified, must be clearly noted.
- ix. Detailed comparable sales/ rental must be given to support the value stated, together with a short narrative on how each of these compares with the subject property.
- x. Valuation must be broken down into land, building and other improvements.
- xi. Valuation not to include chattels.
- xii. A commentary should be given on market conditions, saleability and possible impact on future value.
- xiii. Report must include recent photographs of the property and should provide a reasonable illustration of the property.
- xiv. Valuation report must confirm that the building details conform to the subject land or the site.
- xv. Valuation reports to be submitted within 3 working days.

- xvi. Valuer must certify / provide evidence that structure to be built is on the stated land.

The HA's Customer Relations will liaise with the valuers on the work that is required of them.

Note: Should HA discover any material error in the valuation report, HA may terminate valuer from the HA's panel for indefinitely or minimum of 2 years.

4. Conduct and Attributes of Valuer

- i. Ability to communicate in English and either Fijian or Hindi language will be an added advantage;
- ii. Must be familiar with all localities in Fiji where HA has been financing loans;
- iii. Must know Fijian protocol while entering a village or community;
- iv. Be innovative and customer oriented;
- v. At all times provide service without fail or delay.

5. Duration of Work

All valuers shall be appointed for two (2) years and performance will be monitored at least every six (6) months. Valuers can be terminated at any time if the HA finds that he/she is not performing to the expectation or portrays negative image of HA. Valuation firms will have to provide annual registration certificate of registered valuers within the firm from Fiji Valuers Board.

6. Termination

The termination of services between HA and the valuer will be in accordance of the letter of offer where there are serious breaches with the performance of services. HA maintains the discretion to terminate the services as it sees fit.

7. EOI Deadline and Submission

E-submission are to be uploaded on to tenderlink www.tenderlink.com/housing and clearly marked "**Expression of Interest No.06/25 – Provision of Valuer Services**" and addressed to the Chief Executive Officer, Housing Authority, Saqa Street, Valelevu, Nasinu. **Submissions closes on Friday, 21st March 2025 at 2.00pm Fiji time.**