



EXPRESSION OF INTEREST
FOR
BAILIFF SERVICES

EOI No. 13/25

HOUSING AUTHORITY (HA) invites expressions of interest from registered Bailiffs to deliver bailiff services for the organization.

Applicants should be able to properly serve relevant legal documents/notices on an “as and when” basis to the customers of Housing Authority (HA).

Scope of Work for Bailiff Services for **Central, Western and Northern Divisions.**

The Bailiff Services/Scope of Services include, but not limited to the following services:

1. Serving persons, individuals, businesses or companies with **Authority Legal Notices and Documents;**
2. Ensuring that these are carried out and Affidavits of Service signed by the said bailiff before a Commissioner for Oaths, Justice of the Peace or Solicitor/Lawyer;
3. Fill occupancy report for households and take photographs of properties wherever needed.

All registered Bailiffs wishing to register their interest with the Authority are required to submit the following details: -

1. Valid photo identification;
2. Valid TIN (Tax Identification Number);
3. Valid FNPf (Fiji National Provident Fund) - Compliance Certificate for 2025;
4. Valid FRCS (Fiji Revenue and Customs Services) – Tax Compliance Certificate for 2025;
5. Valid Bailiff License for the year 2025 and continually update per year;
6. Fee Structure and timelines within which services will be delivered per instruction.
7. Provide at least three written references from reputable organization’s or individuals who have utilized your Bailiff services in the last three years.

For any clarifications, interested parties can contact Mr. Suresh Chand during working hours on telephone number 3343242 or email sureshc@housing.com.fj

Sealed envelopes clearly marked “**Expression of Interest No. 13/25 – Bailiff Services**” should be addressed to the Chief Executive Officer and submitted either in the designated Tender Box located on the ground floor of the Housing Authority Building, Saqa Street, Valelevu, Nasinu, or emailed to tender@housing.com.fj.

EXPRESSION OF INTEREST CLOSES ON FRIDAY, 23RD MAY 2025 AT 3.00 PM FIJI TIME. Late submissions or submissions made through facsimile will not be accepted. HA reserves the right to accept or decline any submissions.