



# ITAUKEI LAND TRUST BOARD

431 Victoria Parade, GPO Box 116, Suva, Fiji Islands  
Tel: (679) 3312733 Fax: (679) 331 2014 Email: [info@tltb.com.fj](mailto:info@tltb.com.fj)  
Web: [www.tltb.com.fj](http://www.tltb.com.fj)



## TERMS OF REFERENCE

### Supplying of Stationery and Printing Supplies to TLTB Offices.

#### **1.0 Background:**

The iTaukei Land Trust Board (TLTB) was established in 1940 to administer and control all iTaukei land in Fiji. It draws its mandate from section 4 (1) of the iTaukei Land Trust Act 1940.

The TLTB establishment has its Head Office in Suva, and the main Regional Offices located in Nadi, Lautoka and Labasa. Each of the Regional Office is responsible for a specific geographical area of iTaukei land in Fiji. These offices are also responsible for land management work and most of the decisions regarding the administration of iTaukei land are made by the respective Regional Managers.

The TLTB Board of Trustees under the TLTA has the fiduciary role to act in the best interest of all iTaukei landowners. It also determines the Board's strategy and policies.

In view of the Board's Vision, it promotes innovative and inclusive land management policies that encourage landowners, tenants and investors to all work with Government to sustainably create wealth for the iTaukei Land.

#### **2.0 Objective:**

The objective is to provide service in providing quality stationery and printing supplies to the board.

#### **3.0 Scope of work.**

- 3.1 The supplying of stationery and printing supplies to TLTB in accordance to approval and LPO received from Manager Finance and Admin Team. The TLTB with its Head Office in Suva and with regional offices located in the three (4) main Town and six (7) sub-regions in Vitilevu and Vanua levu require the service for the supply, printing and delivery of various stationery such as;

##### **Stationary**

- i. cartridges and toners
- ii. ink pen, pencil, eraser, correction pen, sharpener, ruler, glue stick.
- iii. permanent marker, whiteboard marker.
- iv. photocopying paper/printing paper.
- v. Legal paper
- vi. A4 colored paper
- vii. Dividers
- viii. Manila folder



# ITAUKEI LAND TRUST BOARD

431 Victoria Parade, GPO Box 116, Suva, Fiji Islands  
Tel: (679) 3312733 Fax: (679) 331 2014 Email: [info@tltb.com.fj](mailto:info@tltb.com.fj)  
Web: [www.tltb.com.fj](http://www.tltb.com.fj)



- ix. Lever arch file
- x. Suspension file
- xi. Paper clips, stapling pins, pin board
- xii. Sticky pads
- xiii. Diary
- xiv. Refill
- xv. Paper tray
- xvi. Rubber Stamp
- xvii. Diary
- xviii. Clip boards.
- xix. White boards
- xx. Stapler & Stapling pin
- xxi. Extension cords
- xxii. Power boards
- xxiii. Printing paper

## Printing.

- i. Memo pad
- ii. Running sheet pad
- iii. Manual Receipts book
- iv. Cashier Receipts
- v. Imprest book.
- vi. Purchase order book.
- vii. Deposit book (ANZ, BSP & WBC)
- viii. Land File
- ix. LOU File
- x. Litigation Files
- xi. History card
- xii. Case file
- xiii. Legal file
- xiv. Lease Application forms (all type of leases)
- xv. Consent to Assign
- xvi. Consent to Mortgage
- xvii. Business Cards
- xviii. TLTB official Envelopes – (window, A4 & foolscap size)
- xix. Etc, etc, etc

- 3.2 It will be expected of the service provider to receive and translate TLTB orders and deliver in terms of the stipulated time frame and agreed Service Level Agreement.
- 3.3 The service provider will be expected to provide general advisory services and reports with regards to stationery consumptions for the duration of the contract.
- 3.4 The service provider will be required to deliver TLTB orders to the regional offices stationed in the various Town around Viti Levu and Vanua Levu at no additional costs.



# ITAUKEI LAND TRUST BOARD

431 Victoria Parade, GPO Box 116, Suva, Fiji Islands  
Tel: (679) 3312733 Fax: (679) 331 2014 Email: [info@tltb.com.fj](mailto:info@tltb.com.fj)  
Web: [www.tltb.com.fj](http://www.tltb.com.fj)



---

The service provider will be provided with the physical address of a respective regional office as per request and order.

## **4.0 Project Output/outcomes.**

- 4.1 Deliver stationery to TLTB within agreed time frames.
- 4.2 Ensure availability to respond to any queries that may arise during the contract period pertaining to stationery.

## **5.0 Report Requirement**

- 5.1 The service provider will report to Senior Administration Officer on a monthly basis. A detailed report on the service rendered will be discussed and submitted to Manager Finance.

## **6.0 Duration of Contract**

- 6.1 The duration of the contract is 36 months after the signing of a contract by the successful service provider.

## **7.0 Commitment to firm delivery Period Adherence**

- 7.1 The successful bidder must be able to supply stationery ordered within seven (7) working days from the date of the order.
- 7.2 Firm delivery periods must be quoted for the duration of the contract period.
- 7.3 Delivery of stationery must be made in accordance with the instructions appearing on the official order forms.
- 7.4 All deliveries or dispatches must be accompanied by a delivery note stating the official number against the delivery has been affected.
- 7.5 In respect of items awarded, the service provider must adhere strictly to the delivery periods. Stock ordered should be available and refrain from partial delivery.

## **8.0 Site Inspection**

- 8.1 Site inspect will be conducted with the three (3) shortlisted service providers. It is expected of the service provider to provide basic facilities such as office, storage, vehicles and telephone.

## **9.0 Samples**

- 9.1 Service provider will be expected to provide samples which will be kept for quality and monitoring purpose.

## **10.0 Guarantee**

- 10.1 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the Region/Department request.
- 10.2 It is expected of bidders to indicate the warranty and guarantees for the delivered stock items e.g. replacement of faulty items.



# ITAUKEI LAND TRUST BOARD

431 Victoria Parade, GPO Box 116, Suva, Fiji Islands  
Tel: (679) 3312733 Fax: (679) 331 2014 Email: [info@tltb.com.fj](mailto:info@tltb.com.fj)  
Web: [www.tltb.com.fj](http://www.tltb.com.fj)



## 11.0 Payment

11.1 Payment to the service will be made within 30 days from receipt of an original and valid invoice with or after delivery of stationery.

11.2 No upfront payment will be made to the service provider.

## 12.0 Deliverables:

12.1 The Vendor on completion of the supplies will submit have Delivery note and Invoice along with the account statement be submitted to Manager Finance before month-end on a monthly basis. with scope of work described here before.

12.2 Should meet deadlines and should be able to assist in times of emergency in supplying of stationery and printing supplies to TLTB when urgently needed.

### Qualification of the Bidder:

- a) should be registered and have a license from an authorized national body.
- b) should have relevant experience supplying of stationery and printing services to large organisations.
- c) Should comply with the FNPF & FRCS

### Submission process:

Interested vendors should submit the following;

- a) An expression of interest to provide the above mentioned services.
- b) An organization profile including previous related experiences.
- c) Proposed detailed methodology to deliver required services.

**Applications should be dropped in the Tender box at Level 1, TLTB Head office, Suva.**

**Tender will be on Friday, 05<sup>th</sup> April, 2024 at 4.00pm.**