



ITAUKEI LAND TRUST BOARD

431 Victoria Parade, GPO Box 116, Suva, Fiji Islands
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TERMS OF REFERENCE

Tender for Supply of Motor Vehicles for TLTB.

1. Background

The iTaukei Land Trust Board (TLTB) operates in diverse and often rugged terrains that require a reliable fleet of motor vehicles. This includes both off-road vehicles for operational staff and Executive vehicles for senior management. This Terms of Reference (TOR) outlines the requirements for suppliers to provide these vehicles along with necessary support services.

2. Objectives

The primary objectives of this procurement are to:

- Acquire a fleet of motor vehicles, including off-road vehicles for Operational staff and Executive vehicles for Management.
- Ensure comprehensive after-sales support, including service and repair, spare parts supply, and technical assistance.
- Enhance the operational efficiency, safety, and comfort of TLTB staff and Executive Management.

3. Scope of Work

3.1 Vehicle Specifications

3.1.1 Off-Road Vehicles for Operational Staff

Suppliers are expected to provide vehicles that meet the following criteria:

- **Type of Vehicles:** All-terrain vehicles (4WD), utility trucks, and similar models suitable for off-road use.
- **Capacity:** Vehicles must accommodate a minimum of 5 passengers or provide sufficient cargo space.
- **Durability:** Vehicles should be rugged, able to withstand heavy loads, challenging terrains, and extreme weather.
- **Safety Features:** Vehicles must include standard safety features such as airbags, anti-lock braking systems, and roll-over protection.



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3.1.2 Executive Vehicles for Management

For executive vehicles, the following specifications apply:

- **Type of Vehicles:** Luxury SUVs or sedans that combine comfort and performance.
- **Capacity:** Vehicles must comfortably seat a minimum of 7 passengers.
- **Features:** Vehicles should include high-end features such as leather seating, climate control, advanced navigation systems, and connectivity options.
- **Safety:** Enhanced safety features, including standard safety features such as airbags, anti-lock braking systems, and roll-over protection.

3.2 After-Sales Support

Suppliers must provide:

- **Service and Repair:** A comprehensive maintenance plan, including regular servicing and emergency repairs for both types of vehicles.
- **Spare Parts:** Availability of genuine spare parts to ensure the longevity and reliability of all vehicles.
- **Technical Support:** Access to qualified technicians for on-site assistance and training for TLTB staff.

3.3 Delivery and Warranty

- **Delivery Timeline:** Vehicles must be delivered within the date confirmed and agreed by both parties.
- **Warranty:** A minimum warranty period of 5 years on vehicles and parts, covering defects in material and workmanship.

3.4 Requirements.

Based on operational assessments, TLTB anticipates the need for the vehicles listed below which may help the dealer provide a reasonable response and assist in planning for timely delivery:

| VEHICLE TYPE | QUANTITY | ESTIMATED DELIVERY DATE |
|------------------------|----------|-------------------------|
| SUV EXECUTIVE VEHICLES | 4 | June ,2028 |
| SUV EXECUTIVE VEHICLES | 1 | June ,2025 |
| 4*4 TWIN CAB | 10 | June ,2025 |

4. Vendor Qualifications

Potential suppliers must meet the following criteria:

- Proven experience in supplying vehicles suitable for rugged terrains and Executive use.
- Established service and repair capabilities with a trained workforce.



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- Ability to provide references from previous clients, particularly in similar operational environments.

5. Proposal Submission Requirements

Interested suppliers must submit a proposal that includes:

- A detailed description of the vehicles offered, including specifications and compliance with TLTB's requirements for both operational and executive vehicles.
- A comprehensive after-sales support plan.
- Pricing information, including purchase price, maintenance costs, and warranty terms.
- Delivery timelines and logistics plan.
- Company profile, including previous experience and references.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with vehicle specifications for both off-road and executive vehicles.
- Quality and comprehensiveness of after-sales support.
- Cost-effectiveness of the offer.
- Supplier's experience and reputation in the industry.
- Delivery timeline.

7. Contact Information

For any queries regarding this Terms of Reference, please contact: Mrs Taraivosa Vora on tvora@tltb.com.fj or 9997069 and Mr Semisi Tuisabeto on email semisi_tuisabeto@tltb.com.fj or 9992664.

Late submission will not be accepted. TLTB reserves the right to accept, reject or negotiate with one or all bidders. This Tender closes at 4.00pm Thursday ,17th October,2024.