



EXPRESSION OF INTEREST
EOI:01/2022
VACANT OFFICE SPACE
LABASA TOWN

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji. Email: shavneel.prasad@lta.com.fj /Ph: 3392166/ Mb :9906558

PURPOSE OF EXPRESSION OF INTEREST

The Land Transport Authority (LTA) is striving to improve and standardize all its offices to local regulatory and ISO 9001 international standards and expand its services throughout the Country, in order to deliver high quality customer services, improve staff productivity and efficiency towards customer service and also provide a safe working environment for both its customers and staff.

Taking this into Consideration the Authority is looking for vacant office space with suitable location in the below area to open a New Express Office:

1. Labasa Town

PROCUREMENT TIMETABLE

It is proposed that the following procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to vary dates whenever necessary.

Date	Task
21 st August 2021 and 28 th August 2021	Advertisement
10 th September 2021, 3pm	Submission closing date and time
30 th September 2021	Completion of approval process
29 th October 2021	Contract Signing

Where this timetable varies significantly, LTA will notify prospective bidders.

LODGEMENT OF EXPRESSION OF INTREST

EOI's must be lodged by **3:00pm Fiji Time on Friday, 10th September 2021**. EOI should be in a sealed envelope, marked and delivered as follows:

**Tender Committee Chairman
EOI 01/2022 – Vacant Office Space (Labasa Town)
P.O. Box 6677
Land Transport Authority
Lot 1 Daniva Road, Valelevu,
Nasinu, Fiji**

LATE EXPRESSION OF INTREST

EOI's lodged after the EOI closing time will be deemed late and will not be considered.

QUALIFICATIONS

- Submit a company profile
- Outline current commitments,
- Submit two [2] cliental referees
- Provide true copies of:
 - Business License
 - Business Registration Certificate
 - Tax Identification Number (TIN) letter
 - Fiji Revenue & Customs Authority (FRCA) tax clearance letter
 - Public Liability Policy

EOI SPECIFICATIONS

SCOPE

Below are the requirements which are to be submitted by the respective Building Owners or Companies:

- I. Proposed monthly Rental in VIP.
- II. Locality Plan.
- III. Tittle and Lease Copy
- IV. Property to be located in commercial Zone.
- V. The Authority is seeking for long term Tenancy Agreement.
- VI. Proposed Building to have Unisex Restroom facilities separately for Access to LTA Staff and Customers.
- VII. Building to be located in flood free zone. (Provide data for justification and Letter from Relevant Municipal Council).
- VIII. Minimum office space to be 270 SQM.
- IX. Availability of Customer Parking and Staff Parking (minimum of 20 car parking spaces should be available).
- X. Provide traffic impact Assessment.
- XI. Proposed office space to be user friendly to disabled personals.
- XII. Approved Floor Plans and Building Plans.
- XIII. NFA Certification.
- XIV. OHS certification.
- XV. Completion Certificate from appropriate local authorities.
- XVI. Cyclone Certification.
- XVII. In addition to the above if Backup Generator and Water Tanks are provided in the said premises will add up value in the assessment criteria.

EVALUATION CRITERIA

CRITERIA	WEIGHTING %
A. Locations	30
1. Locality Plan	6
2. Approved floor and Building Plans	6
3. Tittle Copy or Lease Copy	6
4. Building located in flood free zone(data for justification)	6
5. Minimum office space of 270sqm	6
B. Costs /services	40
1. Monthly rental (VIP)	10
2. Customer Parking (minimum 20 spaces) with traffic impact assessment	10
3. User friendly facility for disabled person	10
4. Backup Generator and Water Tanks	10
C. Company Profile & Certification	30
1. Company Background	3
2. Company registration Certificate	3
3. Business License	3
4. TIN Letter	3
5. FRCA tax clearance letter	3
6. Public Liability policy	3
7. Completion Certificate from Town council	3
8. NFA certification	3
9. OHS Certification	3
10. Cyclone Certification	3
TOTAL	100