



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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Ro Lalabalavu House, 370 Victoria Parade, Suva

3 November 2025

To: The Permanent Secretaries and Heads of Department

Re: **Expression of Interest No. EOI 2/2025 – Provision of Printing Services for Whole of Government – Fiji Procurement Office**

The Government Tender Board, in its Flying Minute No. 49/2025 dated 14th October 2025, approved the abovementioned Open Supplier Panel for a period of three (3) years to the below tabulated suppliers, allowing for suppliers to be on-board or removed according to compliance and performance, subject to an annual review.

#	Approved Service Providers	Website
General Printing		
1	Printhouse Pacific Pte Ltd	www.printhouseltd.com
2	Star Printery Pte Ltd	www.starprintery.net.fj
3	Punjas Packaging – T/A Universal Printing Press Pte Ltd	www.universalprintfj.com
4	Redox PTE Ltd	www.redoxonline.com
Signage and Large-Format Printing		
1	Signzplus Co Ltd	www.signzplus.com.fj

The award is based on an open supplier panel arrangement, enabling Ministries to engage with various service providers as per their individual requirements. Government agencies will assess proposals based on cost-effectiveness, service quality, and sustainability, ensuring value for money.

Procurement Procedure:

In accordance with Clause 38(3) of the Procurement Regulations,

"Where a standing offer contract or supplier panel has been executed by the Fiji public procurement services pursuant to sub regulations (1) and (2), a procuring agency must use call off orders or mini competitions to buy the specified goods, works and services unless otherwise advised by the Fiji Public Procurement Services."

Therefore:

- For procurement **below the tender threshold**, pricing will be determined through competitive quotations obtained from suppliers on the panel.
- For procurement **above the tender threshold**, pricing will be determined through a selective tender process facilitated by the Fiji Procurement Office.

While utilizing this Open Supplier Panel, agencies must remain mindful of their budget and ensure value for money in every purchase. Value for money is the most advantageous combination of cost, quality, and sustainability to meet requirements within the required timeframe.

The supplier panel arrangement is effective from 24th October 2025 and will expire on 22nd October 2028.

Ministries and Departments should engage approved suppliers on an "as and when required" basis. For single or ongoing requirements, a formal Purchase Order or a Service Level Agreement must be issued to the chosen supplier. A copy of any Agreement with a value above the tender threshold is required to be sent to FPO for record keeping and monitoring. Officers are reminded of their obligation to procure from approved Government Contractors as stipulated in Section 35 of the Procurement Regulations 2010.

Ordering and Invoicing:

- **Order Specifications:** Ministries must provide clear and detailed specifications for all printing jobs, including quantity, paper quality, colour, finishing, and delivery deadline.
- **Invoice Requirements:** Invoices must include the purchase order number, a detailed description of the printing services rendered, quantity, unit price, total price, and proof of delivery/service completion.
- **Payment Terms:** Payment by ministries shall be made within 30 days of receipt of services and a valid invoice. Ministries and Departments are responsible for ensuring timely processing and clearance of payments within this timeframe.
- **Remittance Advice:** After payment is processed, ministries must email remittance advice to the supplier, confirming the payment details.

Officers involved in procurement for their respective agencies are required to maintain detailed records and diligently monitor the performance of suppliers throughout the contract period. Any concerns or complaints regarding supplier performance must be formally documented and communicated to the Head of Procurement at the Fiji Procurement Office. Alternatively, officers may contact the feedback team on 3221248 or submit online feedback via the FPO page.

The FPO team will conduct performance reviews annually, allowing new suppliers to enter and suppliers that are not able to perform to be removed.

Please ensure that the contents of this letter are brought to the immediate attention of all officers involved in procurement and the facilitation of payments related to the aforementioned panel.

The contact details of the awarded suppliers are as follows:

Company	Contact Name	Phone Contact	Email
Printhouse Pacific Pte Ltd	Mr. Mahendra Kumar – Director	339 4010	printhouseltd@hotmail.com sales@printhouseltd.com
Star Printery Pte Ltd	Mr. Vikesh Chauhan – Director	338 1628 338 1744 338 6148	admin@starprintery.net.fj
Punjas Packaging – T/A Universal Printing Press Pte Ltd	Ms. Farisha Ali – Sales Executive	666 2147 3391455 700 8921	upp@upp.com.fj farisha.ali@upp.com.fj

Redox PTE Ltd	Ms. Rohini Hamid – Director Mr. Aiaz Hamid	992 2145	rohinih@redox.com.fj sales@redox.com.fj aiazhamid@redox.com.fj
Signzplus Co Ltd	Mr. Shalen Nair – Managing Director Ms. Ruby Bainivalu	331 8999 707 7448	shalen@signzplus.com.fj ruby@signzplus.com.fj

The Fiji Procurement Office looks forward to your cooperation and compliance to this contract.

Ministries and Departments seeking further clarification regarding the above may contact Ms. Stephanie Narayan on Ph. 3221331 or email to stephanie.narayan@finance.gov.fj



Mr. Saimoni Veramu
for **Permanent Secretary of Finance, Strategic
Planning, National Development and Statistics**