



# MINISTRY OF ECONOMY

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Ro Lalabalavu House, 370 Victoria Parade, Suva

16<sup>th</sup> October 2020

To: The Permanent Secretaries and Heads of Department

**Re: Tender No. CTN 39/2020 – Supply of Toilet Paper for Whole of Government**

The Government Tender Board in its Meeting No. 79/2020 held on 14/09/2020 approved the Supply of Toilet Paper for Whole of Government to Asaleo Care (Fiji) Pte Limited, Kaks Marketing (Fiji) Pte Limited, Paper Source (Fiji) Pte Limited, Max Marketing & Publishing Pte Limited and CJ Patel (Pacific) Pte Limited for a period of **two (2) years** on “as and when required” basis.

The award is on open basis hence Ministries & Departments may purchase from any of the approved suppliers. However, agencies are to utilize the cheapest option and ensure that appropriate reasons/documentation are to be recorded if they choose to procure from another supplier. Agencies are to be mindful of their budget in the selecting the preferred suppliers.

The contract' is effective from **18<sup>th</sup> October, 2020** and will expire on **17<sup>th</sup> October, 2022**. Detailed rates of individual items are attached.

Ministries & Departments should engage the approved supplier on “as and when” required basis by issuing a purchase order. Officers are reminded of Section 35 of the Procurement Regulations 2010 where they are obliged to procure from the approved Government Contractors.

Ministries & Departments are required to plan their ordering and place orders in advance to allow the supplier to prepare collective orders and to ensure that payments of such purchase is made within 30 days of receipt of goods.

Officers who are involved in the procurement for their respective agencies are required to maintain a detailed record and monitor the performance of the supplier(s) during the contract period. Any complaints regarding the supplier(s) must be officially corresponded to the Head of Procurement, Fiji Procurement Office.

Kindly bring the contents of this letter to the attention of all officers involved in procurement and facilitation of payments for the above-mentioned contract.

The contact person and details of the company are as follows:

Company	Contact Name	Phone Contact	Email
Kaks Marketing (Fiji) Pte Limited	Krishneel Nadan	3384 220   777 1492	<a href="mailto:krishneel@kaks.com.fj">krishneel@kaks.com.fj</a>
Paper Source (Fiji) Pte Limited	Pritika Kumar	9950305   9997152	<a href="mailto:accounts@papersourcefiji.com">accounts@papersourcefiji.com</a>
Asaleo Care (Fiji) Pte Limited	Edmond Yee	341 0011   999 5554	<a href="mailto:Edmond.Yee@asaleocare.com">Edmond.Yee@asaleocare.com</a>
Max Marketing & Publishing Pte Limited	Malik Asghar	3375 041   9990 026	<a href="mailto:malik@maxmarketingfiji.com">malik@maxmarketingfiji.com</a>
CJ Patel (Pacific) Pte Limited	Ronald Prasad	3361855   999 0109	<a href="mailto:ronaldp@cjpatel.com.fj">ronaldp@cjpatel.com.fj</a>

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. Vandhika Prasad on Ph: 3221235 or email to [vandhika.prasad@economy.gov.fj](mailto:vandhika.prasad@economy.gov.fj)



**Vandhika Prasad (Ms.)**  
for **Permanent Secretary Economy**

