



# MINISTRY OF ECONOMY

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Ro Lalabalavu House, 370 Victoria Parade, Suva

02 November, 2022

To: The Permanent Secretaries and Heads of Department

Re: **Tender No. RFT 22/2022(1) – Supply of Hardware Products for Whole of Government (Pre- Order Arrangements)**

With reference to the above approved contract by the Board on 14/9/2022 agencies are to be mindful of placing pre-orders under the new minimum discount offer method.

Ministries & Departments must ensure when quoting for more than twenty (20) hardware items; suppliers will require 5-10 days to process. This is subject to their stock availability. Contracted suppliers' delivery time is 2-3 days for ex-stock. Stock not available will take 3-4 months.

Agencies 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.

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

Ministries and Departments seeking further clarification regarding the above may visit our website [www.fpo.gov.fj](http://www.fpo.gov.fj). Alternatively you may contact us on [fposupport@economy.gov.fj](mailto:fposupport@economy.gov.fj) or call 3221235

(Mr.) Waisea Uluivanuavatu  
for **Permanent Secretary Economy**