



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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Ro Lalabalavu House, 370 Victoria Parade, Suva

10 March 2023

To: The Permanent Secretaries and Heads of Department

Re: **Tender No. RFT 75/2022 – Supply of Paper Stationery and Associated Products for Whole of Government**

The Government Tender Board in its flying minute No. 94/2022 held on 24/01/2023 approved the abovementioned contract to **various suppliers** on for a period of **three (3) years**. The contract is effective from **9th March, 2023** and will expire on **8th March, 2026**. A detailed rate of the individual items is attached.

Ministries & Departments should engage the approved supplier on open/rate “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) or call our feedback team on 3221235.

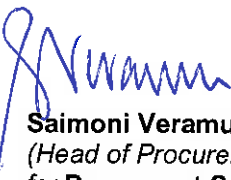
Kindly bring the contents of this letter to the attention of all officers involved in procurement and facilitation of payments for the above-mentioned contract.

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

Company	Contact Name	Phone Contact	Email
Janty Kanvan Pte Limited	Jigar Khatri Janend Singh	9990601 9990 668	jigar@kanvan.com.fj janend@kanvan.com.fj
Max Marketing & Publishing Pte Limited	Sitiveni Loloa	3375041 9990585	sales@maxmarketingfiji.com sales3@maxmarketingfiji.com
Ashabhai & Co. Pte Limited	Binesh Prakash	7707008 9262606	binesh@ashabhai.com.fj
Acrobat Holdings Pte Limited T/A Suva Book Shop	Shahia Begum	9993427	suvabookshop@connect.com.fj
Jitendra Swamy T/A Paper Stationery Supplies	Yashika Naidu	3311799 9990143	papernstationerys@gmail.com yashika@papernstationery.com

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 FPO website www.fpo.gov.fj. Alternatively, you may contact us on fposupport@finance.gov.fj or call 3221248.


Saimoni Veramu (Mr.)
(Head of Procurement)
for Permanent Secretary for Finance