

**MINISTRY OF FINANCE, STRATEGIC PLANNING,
NATIONAL DEVELOPMENT AND STATISTICS**

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Ro Lalabalavu House, 370 Victoria Parade, Suva

30 March 2023

To: The Permanent Secretaries and Heads of Department

Re: **Tender No. RFT 76/2022 – Supply of Liquid Petroleum Gas & Fittings for Whole of Government**

The Government Tender Board in its flying minute No. 02/2023 held on 06/03/2023 approved the abovementioned contract to **Fiji Gas Pte Limited** on for a period of **three (3) years**. The contract is effective from **30th March, 2023** and will expire on **29th March, 2026**. A detailed rate of the individual items is attached.

Ministries & Departments should engage the approved supplier on **discount basis “as and when”** required 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. Provide payment remittance information to Supplier within three business days of processing payment so that it can be properly allocated and reflected in the statement.

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.

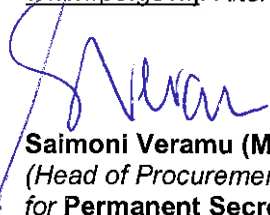
Kindly bring the contents of this letter to the attention of all officers involved in procurement and facilitation of payments for the above-mentioned contract.

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

Company	Contact Name	Phone Contact	Email
Fiji Gas Pte Limited	Dilule Matailevu Stolz	3304188 7998172	dilule@fijigas.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 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