



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

EOI 1/2017 EXPRESSION OF INTEREST – SUPPLY OF GOODS AND SERVICES

Expressions of Interest are invited from reputable organizations for the supply of the following goods and service for the Tertiary Scholarship and Loans Board:

EOI Ref. No:	Item	Description
1/EOI 1/2017	Laptops	All brands and specifications
2/EOI 1/2017	Desktops	All brands and specifications
3/EOI 1/2017	High Volume Scanners	All brands and specifications
4/EOI 1/2017	Low Volume Scanners	All brands and specifications
5/EOI 1/2017	Multifunction Colour Printers	All brands and specifications
6/EOI 1/2017	Mono Multifunction Printers	All brands and specifications
7/EOI 1/2017	Multimedia Projectors	All brands and specifications
8/EOI 1/2017	Office Stationery	A4 and A3 papers, Permanent and White Board Markers, Uni-ball pens, Staplers and Stapler pins, Manila Folders, Arch Lever Files and Clips, etc.
10/EOI 1/2017	IT Consumables	Toner, Cartridge, Drum Unit
11/EOI 1/2017	Printing Services	A3 and A4 envelopes, Bond Forms, Offers Letters and Confirmation Letters on A4 papers (Colour), Business Cards, Office Signage, Student Records Files- Foolscap , Receipt Book, Payment Voucher, LPO, Various Forms.
12/EOI 1/2017	Air Conditioner Servicing	Per Unit Charges (Monthly and Quarterly)
13/EOI 1/2017	Office Furniture	Tables, Chairs, Workstations, Foldable Table and Chairs
14/EOI 1/2017	Pest Control, Hygiene and Sanitation Services	Monthly and Quarterly charges (per unit where applicable)

All bids must include the following minimum information:

- Exact Product Specifications;
- Annualised Fixed Prices (VIP) – till the end of October 2018
- Delivery time post the order placement; and
- Warranty period (If applicable).

Interested organisations may email [mgmntaccountant@tslb.com.fj](mailto:mgmtaccountant@tslb.com.fj) for further clarification. Interested organisations are also encouraged to hold face to face meetings with TSLB to discuss the requirements further.

All Quotations should be clearly marked **“Supply of Goods and Services” with EOI Reference No.** and addressed to:

**The Chairperson- TSLB Tender Committee
Tertiary Scholarship and Loans Board
Private Mail Bag
Government Buildings
Suva;**

or hand delivered to Tertiary Scholarship and Loans Board, Level 2, Fiji Nursing Association Building, 26 McGregor Road, Suva, Fiji no later than 5:00pm on Friday 13 October 2017.

Late, faxed or e-mailed quotations will not be accepted. Lowest or any expression of interest will not necessarily be accepted.

**Mr. Dixon Seeto
Chairperson
Tertiary Scholarship and Loans Board**