



## TENDER - OVC 2026/002

The University of Fiji invites sealed tenders from reputable and qualified transportation service providers for the provision of reliable and safe transportation services for students, staff, and official University activities.

The successful bidder(s) will be required to provide safe and cost-effective transportation services, which may include:

- Daily student transportation services;
- Staff transportation for official duties and events;
- Airport transfers for official guests and visitors;
- Transportation for field trips, outreach programmes, and special events;
- Emergency or standby transport services when required.

Interested companies must provide the following:

- Company profile and business registration certificate;
- Tax compliance certificate
- TIN registration certificate
- FNPf compliance letter
- Valid operating licenses and insurance coverage;
- Details of available vehicles, including seating capacity and vehicle condition;
- Financial statements for the last three (3) years;
- Driver qualifications and licences;
- Proposed rates and pricing structure;
- Availability and response time for transport requests;
- At least two references from current or previous clients.

A specific brief will be provided, and interested transportation providers are expected to submit tenders based on the specification. Detailed specifications can be obtained from the Movement Coordinator via email at [mubaraka@unifiji.ac.fj](mailto:mubaraka@unifiji.ac.fj) or by phone at 6640600 extension 169.

All Tenders must be submitted with a refundable deposit of \$1,000 by bank cheque/online transfer, addressed to The Registrar. All sealed Tenders should be deposited in the Official Tender box at the Saweni Campus, Lautoka by 3.30 pm on Friday, 12th June 2026. The University of Fiji reserves the right to accept or reject any or all the submissions without providing reasons.

**Late Tenders will not be accepted.**