



Expression of Interest (EOI)

**Fiji Program Support Platform
Panel Service Providers –
Transport Providers**

FPSP-EOI-2026-041

May 2026

Background

The Fiji Program Support Platform (FPSP, or the 'Platform') is a Department of Foreign Affairs and Trade (DFAT) investment that contributes to the delivery of Fiji's national development priorities, in line with the Australia's International Development Policy, the Fiji–Australia Vuvale Partnership and the Development Partnership Plan.

The Platform delivers key bilateral programs, such as health, education, scholarships, social infrastructure, governance, climate and emergency preparedness and response. Platform activities identify and address climate risks, promote climate action, and gender equality, disability and social inclusion (GEDSI) across and beyond the sector programs.

The Platform has three functional Outcomes:

1. The Platform has delivered its sector program outcomes, including through supporting strategic coherence, planning, partnerships management, data and learning across the portfolio of investments.
2. The Platform has prioritized gender equality, disability-inclusive development, and climate and disaster resilience, in its systems and practices. This includes in how it undertakes sector programming and its engagement with selected Government of Fiji (GoF) agencies.
3. The Platform administers timely and efficient programming that is: value for money; maximises use of local supply chains; and supports good governance, and public diplomacy, effective decision making and risk management.

Australia's Department of Foreign Affairs and Trade (DFAT) has contracted Abt Global to implement the Fiji Program Support Platform (FPSP). Abt Global is a mission-driven, global leader in research, evaluation and implementing programs in health, social and environmental policy and international development.

The Fiji Program Support Platform will operate until 30 September 2029, with an option to extend further 4 years.

FPSP undertakes business in Fiji, the broader Pacific region and Australia. The business activities require a high level of travel and mobilisation/demobilisation of personnel both domestically and internationally.

FPSP is committed to ensuring the safety and security of all those travelling.

Abt Associates Inc is the registered company, registered with the Registrar of Companies of the Republic of Fiji and is licensed to operate as a representative Office of Abt Global.

Section 2

Statement of Requirements

The Platform undertakes a diverse range of operational, programmatic, and administrative activities that require the regular engagement of external service providers across multiple support functions. These services are essential to enabling effective service delivery, stakeholder engagement, project implementation, and organizational continuity at both local and international levels.

To support these requirements and ensure the efficient, transparent, and consistent procurement of commonly used services, the Organization intends to establish a Panel Supplier List (PSL).

PSL will comprise pre-qualified suppliers with the demonstrated capacity, experience, and resources to deliver high-quality services across the following category:

(i) Transportation Services

- (ii) 24/7 taxi service availability for staff travel.
- (iii) Airport pick-up and drop-off services.
- (iv) Provision of vehicles suitable for people with mobility needs (where available)
- (v) Capacity to provide larger vehicles
- (vi) Local and intercity transportation as required.
- (vii) Corporate billing and monthly invoices.
- (viii) Compliance with safety and vehicle standards.

This Expression of Interest (EOI) is the first initial step in the process to identify suitably qualified suppliers for inclusion on the Panel Supplier List. The EOI seeks information from suppliers regarding their capabilities, experience, technical expertise, financial capacity, and ability to provide reliable and timely services in one or more of the above service categories.

The establishment of a Panel Supplier List will enable the Platform to:

- Improve procurement efficiency for frequently required and time-sensitive services
- Ensure consistency in service quality and pricing
- Reduce administrative lead times through the use of pre-qualified suppliers
- Strengthen compliance with procurement policies, financial controls, and risk management requirements
- Enhance value for money through competitive, transparent selection processes
- Suppliers appointed to the Panel Supplier List may be invited to participate in requests for quotations (RFQs), tasking notes, or direct engagements, in accordance with the Organization's procurement procedures and thresholds.

Inclusion on the PSL does not guarantee a minimum volume or value of work but establishes a mechanism through which future service requests may be sourced during the term of engagement.

Through this EOI, the Platform reaffirms its commitment to fair, open, and competitive procurement practices, and encourages participation from qualified local, regional, and international suppliers that can demonstrate sustainability, reliability, and value-driven service delivery.

Section 3

Submission Requirements

This EOI is open to:

- i. Individual consultant or suppliers
- ii. Companies or organisations
- iii. Consortia or joint ventures

Interested applicants should submit the following:

- i. Cover letter indicating the service category(ies) of interest
- ii. Company/Business profile or CV (as applicable)
- i. Evidence of relevant experience and detailed expertise in the selected service categories
- ii. List of mandatory compliance documents to be submitted:
 - *Certificate of Registration/Incorporation*
 - *Valid FRCS Compliance letter*
 - *Valid Provisional Tax Certificate of Exemption*
 - *FRCS VAT Registration*
 - *FRCS TIN Letter*
 - *Valid FNPF Compliance Letter*
 - *Company bank account details on company letterhead*
 - *Compliance Point of Contact (2 personnels – if contract is required – to respond to RCTs queries via Partner Portal)*
- iii. Organizational chart
- iv. Ability to deliver services in a timely and cost-effective manner
- iii. Focal point contact details (name, title, email and phone)
- iv. Three (3) referees, with references
- v. Holds current insurance coverage for Public Liability, Professional Indemnity, and Workers' Compensation
- vi. Confirmation of green procurement practices and optional sustainability policy
- vii. Evidence of disability-friendly infrastructure and a compliant OHS system

Submission

Submissions will be evaluated by an independent evaluation assessment panel, and only shortlisted entities may be invited to participate in subsequent procurement processes.

Evaluation Criteria

Submissions will be assessed against the following criteria:

No.	Criteria	Weighting %	Description
1	Submission of eligible and compliant documents	10%	The Tenderer must submit: <ul style="list-style-type: none">• all mandatory eligibility requirements

2	Relevant experience and Management Structure	30%	<p>The Tenderer must disclose:</p> <ul style="list-style-type: none"> • years of experience in delivering similar service categories; • experience with donors, NGOs, government or corporate clients; • Evidence of successful, recent and relevant assignments; and • demonstrated reliability, timeliness and service quality. • human resources, operational structure, and management readiness; • Relevant qualifications, experience, and skills of key drivers • Dedicated points of contact or account managers; • Organizational structure and operational systems supporting efficient service delivery.
	Technical Capacity and Service Capability	30%	<p>The Tenderer must provide evidence of meeting required capability standards by:</p> <ul style="list-style-type: none"> • understanding of the service category applied for; • scope and quality of services 24/7 Reliable Transportation Services. • capacity to respond to planned and ad- hoc needs; • Ability to operate in multiple locations (Fiji-wide); and • Health, safety and risk management practices (OHS, food safety, fire safety, venue safety).
	Sustainability, GEDSI & Social Responsibility	20%	<p>The Tenderer must submit:</p> <ul style="list-style-type: none"> • Environmental sustainability practices. Use of Low-Emission Vehicles, Route Optimization and Smart Logistics, Preventive Maintenance Programs. • Ethical conduct, and commitment to diversity and inclusion (including disability-friendly vehicles). • Engagement of local suppliers (e.g., locally sourced vehicles, spare parts and services).

			Business continuity and risk mitigation measures.
	Quality Assurance & Service Standards	10%	<p>The Tenderer must provide processes that ensure consistent delivery on:</p> <ul style="list-style-type: none"> • • Timeliness and Reliability of Service; • Vehicle Standards and Condition; • Driver Competency and Conduct; • Safety and Compliance to Road Safety laws and Regulations; • Luggage Handling and Security; • Customer Service and Timely Communications; • Service Continuity and Contingency Planning; • Performance Monitoring, Reporting and Record Keeping; • Continuous Improvements.

Section 3

Terms and Conditions

The statement of requirements for this Expression of Interest (EOI) is provided as Annex A – Response Form. To access the EOI documents and Response Form, please visit our commercial opportunities website as follows: <https://www.abtglobal.com/doing-business-with-abt/commercial-opportunities>, or Interested applicants may request the EOI documentation via email at tenders@fjsp.org.fj.

Application Forms with required documentation must be submitted electronically in PDF format at the latest by 5:00 PM (Fiji time) on Sunday 07/06/2026 to:

- i. **Email:** tenders@fjsp.org.fj
- ii. **Subject Line:** *FPSP-EOI-2026-041– [Identify Service Category]*

Submissions received after the closing date and time may not be considered.

EOI Clarifications

Interested applicants may submit a query or clarification request arising from this EOI to:

- i. **Email:** tenders@fjsp.org.fj
- iii. **Subject Line:** *EOI – Query for FPSP-EOI-2026-041*

Clarifications will be distributed to all registered organizations and not just the organization submitting the question on Abt Global's Commercial Opportunities page: <https://www.abtglobal.com/doing-business-with-abt/commercial-opportunities>.

The indicative timeline for the EOI is as follows:

Action	Date
EOI issue date	Friday - 08/05/2026
EOI closing date and time	Sunday - 07/06/2026, 5:00 PM (FJT)
Deadline for submission of EOI questions	Friday – 22/05/2026, 3:00 PM (FJT)
EOI clarifications issued by	Monday – 25/05/2026, 3:00 PM (FJT)
Advertising period	30 days

Important Notes:

- Submission of EOI **does not constitute a guarantee of future contracts.**
- Only shortlisted applicants may be invited to participate in subsequent procurement processes.
- Detailed Terms of Reference (TOR) or Scope of services will be issued for specific assignments to shortlisted applicants.

Documentation:

1. Part B – Annex A Response Form