



Response Form

**PANEL SERVICE
PROVIDERS –
LOGISTICS SERVICES**

**PLATFORM
MANAGEMENT UNIT
(PMU)**

Reference:

FPSP-EOI-2026-049

July 2026



Annex A – Response Form

EXPRESSION OF INTEREST (EOI) RESPONSE FORM

EOI Title: Fiji Program Support Platform Panel Service Providers – Logistics Services

EOI Reference No.: FPSP-EOI-2026-049

Submission Deadline (Date & Time): Sunday 09/08/2026, 5:00pm (FJT)

SECTION 1: APPLICANT DETAILS

Applicant Type (tick one):

Individual Consultant or Suppliers Companies or organisations

Consortia or Joint Venture

Legal Name of Applicant:

Trading Name (if applicable):

Country of Registration / Nationality:

Business Registration or Certificate of Incorporation (if applicable):

Year of Establishment:

SECTION 2: CONTACT INFORMATION

Authorized Contact Person:

Position/Title:

Office Email Address:

Telephone Number:

Physical Address:



Social Media and Website:

SECTION 3: SERVICE CATEGORY OF INTEREST

Please indicate the service category you are applying for (tick all that apply):

- Transport Handling
 - Freight Forwarding & Customs Clearance
 - Warehouse and Inventory Management
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SECTION 4: SUMMARY OF COMPANY/BUSINESS PROFILE

Provide a brief profile highlighting experience, capacity, and core competencies relevant to the selected service category.

(Maximum 1–2 pages (per category) may be attached if required)

SECTION 5: RELEVANT EXPERIENCE

List up to **three (3) relevant assignments** (per category) completed within the last **three to five (3–5) years**.

Assignment 1

- Client Name: _____
- Scope of Services: _____
- Duration (From–To): _____
- Contract Value (optional): _____

Assignment 2

- Client Name: _____
- Scope of Services: _____
- Duration (From–To): _____

Assignment 3

- Client Name: _____
-



- Scope of Services: _____
- Duration (From–To): _____

SECTION 6: CAPACITY & RESOURCES

Describe available personnel, tools, systems, or infrastructure relevant to the services applied for (insert additional lines if necessary):

Confirmation of green procurement practices with a short narrative describing sustainability measures. Provide any existing environmental or sustainability policy:

Evidence of disability-friendly infrastructure and a compliant Occupational Health and Safety (OHS) system:

Describe how your organisation ensures that its logistics operations are safe, inclusive, and accessible. Your response should address:

- a) Workplace Health, Safety and Inclusion
- b) Safeguarding and Protection
- c) Accessibility and Inclusive Service Delivery
- d) Inclusive Procurement and Local Participation.

Please provide relevant examples, policies, or practices where applicable.



Describe the environmentally responsible, climate-smart, and climate-resilient practices your organisation applies to in the delivery of logistics services.

Your response should address:

- a) Environmental Sustainability
- b) Climate Risk Management and Resilience
- c) Continuous Improvement and Climate Commitments

Please provide practical examples, case studies, or evidence demonstrating how these measures have been applied within the last five years.

SECTION 7: COMPLIANCE & DECLARATIONS

Please confirm the following by ticking the appropriate boxes:

- a. We confirm that the information provided is true and accurate.
- We confirm that there is no conflict of interest.
- We agree to comply with applicable FPSP procurement policies:
 - *Child protection ([online](#))*
 - *Prevention of sexual exploitation, abuse, and harassment ([online](#))*
 - *Fraud and corruption control ([online](#))*
 - *Environmental and social safeguarding ([online](#))*
- We confirm that we apply environmentally responsible procurement and service delivery practices.
- We understand that submission of this EOI does not guarantee contract award.



SECTION 8: REQUIRED DOCUMENTS (ATTACHED)

A. For Fiji applicants:

- **Registered Business**

- Fiji Business Registration

- Valid certificate of compliance – FRCS, FNPF and FNU
- FRCS TIN certificate
- FRCS VAT registration
- FRCS Provisional Tax Certificate of Exemption, if applicable

B. For international applicants:

- Valid certificate of incorporation

C. Applicable to all applicants:

- Certificate of Registration/Incorporation
 - Company profile showing the directors and shareholders of the company
 - Organisational chart that clearly outlines the structure, staffing, and reporting lines of the team responsible for delivering the proposed services
 - All the compliance documentation listed above for Fijian organisations addressing compliance with Fijian local requirements and the equivalent requirements internationally.
 - 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)
 - Financial Capability, including evidence of financial stability and ability to operate under FPSP payment terms.
 - Ability to deliver services in a timely and cost-effective manner

 - Focal point contact details (name, title, email and phone)
 - Three (3) referees, with references.
 - Holds current insurance coverage for Public Liability, Professional Indemnity, and Workers' Compensation.
 - Confirmation of green procurement practices and optional sustainability policy.
 - Letter of undertaking executed by duly authorized officer certifying that there is no pending litigation against and/or by the organisation and its directors/shareholders. If there are any proceedings currently pending, please provide details and confirmation that they will not impact on the delivery of the services if successful in this tender process
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EOI ANNEXURE A

SECTION 9: CERTIFICATION

Name: _____

Signature: _____

Date: _____

(Authorized representative of the applicant)
