



CIVIL AVIATION AUTHORITY OF FIJI

REQUEST FOR TENDER

COMPILATION & PRODUCTION OF CAAF ANNUAL REPORTS (2025-2027)

The Civil Aviation Authority of Fiji (CAAF) invites tenders from qualified and experienced firms to compile, design, and produce CAAF's Annual Reports for three reporting periods: 2025, 2026, and 2027. As Fiji's statutory authority for aviation safety and security oversight, CAAF is committed to transparent, accurate, and engaging reporting to Government and stakeholders.

SCOPE (summary)

End-to-end report production: content planning, drafting/editing, proofreading, layout/design, photography, infographics and printing.

Coordination with CAAF teams; integration of various reports, financial statements and statutory disclosures.

The full scope and technical specifications may be accessed on the CAAF website www.caaf.org.fj

SUBMISSION

Email tenders to tenders@caaf.org.fj by **5pm 24th November 2025** with subject line **"RFT – CAAF Annual Reports 2025-2027"**.

Include - company profile, methodology and timeline, team CVs, relevant portfolio samples/links, three client referees, and a fee proposal in FJD (state VAT status). Evidence of business registration and tax compliance should be provided.

ENQUIRIES

E-mail tender.enquiries@caaf.org.fj CAAF may request clarifications. Late or incomplete submissions may not be considered.

"The lowest or any tender will not necessarily be accepted"

SAFE SKIES, SECURE FIJI
