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**CIVIL AVIATION
AUTHORITY
OF FIJI**

Safe Skies, Secure Fiji



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Civil Aviation Authority of Fiji (CAAF) – **Appendix E** Tender Requirements for Vehicle Leasing Services - SUV

1. Introduction

CAAF invites qualified and reputable vendors to submit proposals for the lease of vehicles for a period of **five (5) years**, inclusive of whole-of-life costs, maintenance requirements, and service conditions.

2. Scope of Supply

Vendors are required to provide comprehensive lease services for the following vehicle(s):

- Vehicle Type: SUV - (2WD)
- Preferred Make/Model - any

3. Vehicle Specifications

Vendors must provide full details of the proposed vehicles, including:

Vehicle Type

- **Category:** SUV
- **Engine Capacity:** Up to **2500cc**
- **Transmission:** **Automatic**
- **Fuel Type:** Petrol
- **Drive Type:** 2-wheel drive (2WD)
- **Engine:** (e.g., 2.5L)

Mandatory Specifications

The proposed vehicle **must** include the following features:

Safety Features

- Multiple airbags (front, side, and curtain where available)
- Anti-lock Braking System (**ABS**)
- Rear parking sensors
- Rear-view camera

Comfort & Convenience

- Button start / Keyless entry
- Power mirrors
- Power windows/shutters
- Cruise control
- Bluetooth connectivity (hands-free calling & audio)
- Air conditioning (dual-zone preferred)
- Wheels; size 17-inch (mag wheels) all-terrain tires with a balance between on-road comfort

- Windshield
- Bonnet protector
- Original rubber carpets
- Spare wheel / Jack
- FOG lamp in front
- Front and rear sensors and Camera,
- Tuf deck liner
- Tonneau cover
- Rotating beacon (yellow)
- Any other additional features

Performance & Efficiency

- Fuel efficiency of **10 km/L or better**

Additional Requirements

Vendors should provide the following with their submission:

1. **Warranty details** (minimum 3 years or 100,000 km preferred).
2. **After-sales service support**, including service intervals and service centre locations.
3. **Delivery timeframe**.
4. **Full technical specifications sheet** of the proposed model.
5. **List of standard and optional accessories**.

4. Pricing (Whole-of-Life Costs – 5 Years)

Vendors must provide a breakdown of all costs associated with the lease for the full 5-year term:

4.1 Fixed Costs

- Monthly lease cost
- Annual lease cost
- Total cost for 5 years
- Any depreciation or other fixed charges included

4.2 Operating Costs (Included Within Lease)

- Scheduled servicing
- Mechanical repairs
- Electrical repairs
- Tyre replacement (frequency/coverage)
- Battery replacement
- Roadside assistance
- Registration and roadworthiness
- Insurance (third-party or comprehensive)



4.3 Optional or Additional Services

- Accident management
- Courtesy vehicle during repairs
- Additional insurance cover

5. Services to be Provided by Vendor

The vendor must outline the following:

5.1 Maintenance Coverage

- Preventive maintenance
- Wear-and-tear repairs
- Replacement of consumables (oil filters, brake pads, wipers, etc.)

5.2 Roadside Assistance & Recovery

- 24/7 assistance hotline
- Towing
- Breakdown support

5.3 Replacement Vehicle

- Conditions under which replacement vehicles are provided
- Maximum waiting time for replacement

6. Terms and Conditions

6.1 Lease Period

- Standard 5-year lease
- Extension or buyout options (if applicable)

6.2 Usage Conditions

- Annual mileage limit: _____ km
- Permitted usage: Official work / Private use
- No Off-road restrictions

6.3 Return Conditions

- Wear-and-tear parameters
- Return inspection and assessment
- Charges for non-standard damage

7. Additional Charges (If Applicable)

Vendors must state:

- Excess mileage rate: _____ per km
- Excess insurance per incident
- Early termination fees
- Damage beyond normal wear and tear



- Costs for repairs due to negligence/accidents

8. Mandatory Vendor Submissions

The following documents must accompany the bid:

- Completed pricing schedule
- Vehicle specification sheet
- Maintenance schedule
- Insurance details (coverage and excess)
- Sample lease agreement
- Company profile and experience
- Evidence of service network
- Delivery timeline

9. Evaluation Criteria

Mandatory Requirements

- Fiji VAT registration and relevant business licences; valid FRCS Taxpayer Identification Number (TIN), Business Registration Certificate, FRCS Compliance Certificate, FNPF Compliance Certificate
- Completed Form of Tender and Price Schedules for Direct purchase, Lease option and EV option.
- Technical brochures/spec sheets; warranties and service plan details.
- Evidence of authorised dealership/distribution (where applicable).
- Delivery lead times and implementation plan (incl. charging plan for EVs).
- Company Profile
- At least two client references (last 3 years).
- Total 5-year whole-of-life cost
- Vendor capability and experience
- Coverage of services and support
- Delivery timeframe

