

Fiji Public Trustee Corporation Pte Ltd
Expression of Interest
Term of Reference



Building Maintenance Works

1.0 Background

The Fiji Public Trustee Corporation Pte Ltd (FPTCL), is a public enterprise that provides estates and trust administration services, estate planning and other legal services.

2.0 Objective

- To engage a registered contractor to carry out building maintenance works.

3.0 Scope of Works

Listed below is the detailed scope of works and the requirements for building maintenance works:

- Check the roof, ceiling and walls to identify the source and location of the rainwater leaks.
- Repair the damaged area to stop rainwater leaks
- Painting of damaged roof, walls and ceiling.

4.0 Timeline

The timeline to complete the scope of work is 1 month from the date of the agreement.

QUALIFICATIONS OR SPECIALISED KNOWLEDGE/EXPERIENCE REQUIRED FOR THE ASSIGNMENT

Company providing the above related services should display a profile with proven relevant experience in similar projects, and must have capacity to provide the whole range of services requested under this detailed TOR with the following qualifications:

- Current FPNP Compliance Certificate.
- Current FRCS Compliance Certificate.
- Employs competent and experienced personnel, as evidenced by their track records in their Curriculum Vitae.
- Financially capable of rendering services to FPTCL.
- References from previous stakeholders or clients.
- Willing and able to guarantee the delivery of products and services in accordance with performance standards required.

Expression of Interest submission with all required documentation are to be submitted no later than **3.30pm on Monday 31st of March 2025 to Fiji Public Trustee Corporation Pte Ltd, Public Trustee House, 83-35 Amy Street, Toorak, Suva** in the **Tender Box** provided or emailed to ei@fptcl.com.fj.

For further enquiries, please contact Ms Shirly Chan on 3315990 or email: shirly.chan@fptcl.com.fj.