



Fiji Public Trustee Corporation Pte Ltd
Expression of Interest – Building Maintenance and Repair Works
Term of Reference (ToR)

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 to the people of Fiji.

2.0 Objective

To engage a reputed registered contractor to carry out building maintenance work.

3.0 Scope of Works

The following works are required: -

- (a) Check the roof, ceiling and walls to identify the source and location of the rainwater leaks.
- (b) Repair the damaged area to stop rainwater leaks.
- (c) Painting of damaged roof, walls and ceiling.
- (d) Repair and seal birds access area.
- (e) Repair all water leaking from aluminum windows/window seal leakage.
- (f) Fill all gaps between aluminum window frames and concrete.
- (g) Water proofing of window frames - outside and inside.
- (h) Check and repair ceiling leakage and gutter.
- (i) Outside boardroom passage ceiling leakage.
- (j) Customer Service area – wall crack, leakage inside and outside.
- (k) Check server room ceiling leakage and repair.
- (l) Check and repair ridge cap.
- (m) Manager Legal's room leakage and windows to be fixed.

- (n) Back door car park entrance ceiling leakage and the stairway leakage.

4.0 Timeline

FPTCL anticipates the selected bidder to complete the above scope of works within 1 month of initiating.

5.0 Requirements

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:

- Current FNPf 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 required performance standard.

An Expression of Interest with all required documentation are to be submitted no later than **3.00pm, Friday 23 January 2026** addressed to the **Chief Executive Officer, Fiji Public Trustee Corporation Pte Ltd, Public Trustee House, 83-35 Amy Street, Toorak, Suva** in the **Tender Box** provided or emailed to eoifptcl.com.fj

Late or incomplete applications will not be considered

For further enquiries, please contact Ms. Shirley Chan by email shirley.chan@fptcl.com.fj or on telephone 3315990.