

**NOTE TO CHIEF EXECUTIVE (FIJI OPERATIONS)**

## DECISION OF THE SANCTIONING AUTHORITY



Lekshmy Anand, Chief Executive (Fiji Operations)

Madam,

**RE: AUTHORITY FOR RE-ADVERTISING TENDER FOR DESIGN, MANUFACTURING & SUPPLY OF STAFF UNIFORMS**

**Issue for Consideration**

To authorize for re-advertisement of tender in the Local News Papers and Banks Website for design, manufacturing & supply of staff uniforms

**Background**

Our Higher authorities vide email dated 30<sup>th</sup> May 2022 has authorized the Chief Executive, Fiji Operations to provide 4 sets of uniforms and 1 blazer to all staff members at Bank of Baroda, Fiji Operations for the next 2 years i.e. up to May 2024.

**Tender advertisement for design, manufacturing & supply of staff uniforms was published in the local newspapers & banks website on 11<sup>th</sup> June 2022 with the closing dated of tender submission on 12<sup>th</sup> July 2022. As per our Outsourcing policy, a minimum of three (3) tenders are required, however received one (1) tender only. Hence, we are not in a position to move further with the tender process. We are therefore required to re-advertise the tender in order to proceed with the staff uniform supply process.**

We may place tender for design, manufacturing & supply of staff uniforms in the Banks Website and the local newspapers - Fiji Times & Fiji Sun for selection of the suitable supplier. The tender may be published on Saturday, 30.07.2022. Attached are the following draft documents for uniform supply: -

1. The Revised Advertisement to be placed in the local news papers
2. The Revised Uniform Supply Requirement Document to be placed on the Banks website
3. The REVISED dates for the Tender Process will be as under: -
 

❖ Date of RFP Document	:	25.07.2022	✓
❖ Date for Publishing Tender in the Local papers	:	30.07.2022	✓
❖ Date of Close of Tender Documents	:	30.08.2022	✓
❖ Date of Open of Tender Documents	:	31.08.2022	✓
❖ Date of Processing of Tender Allotment	:	05.09.2022	✓
❖ Approximate time for uniform supply	:	31.12.2022	✓

**Recommendations**

In view of the above, recommend re-advertising of tender for design, manufacture & supply of staff uniforms in the Local News Papers and Banks Website on Saturday, 30<sup>th</sup> August 2022 as per revised advertisement & Uniform Supply Requirement Document.

Submitted for your kind consideration for approval.



Seema, Chief Manger (HRM & ADM)

