



TELECOMMUNICATIONS AUTHORITY OF FIJI

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DOCUMENT TYPE : RFT

RFT REFERENCE : RFTRFT/MPC/2026/05

RFT REQUIREMENTS

MULTIFUNCTION PRINTER/COPIER

RFT Issued	03 JUNE 2026
RFT Closing	10 JUNE 2026 04:00
RFT Submission Method	Email
RFT Submission Email	tenders@taf.org.fj

RFT REQUIREMENTS

MULTIFUNCTION PRINTER/COPIER

OVERVIEW

The Telecommunications Authority of Fiji (The Authority) is a Statutory Authority mandated in the Telecommunications Act of 2008 as the regulator of Fiji's Telecommunications sector.

The Authority has commenced a modernization program of its various information and communications technology capabilities with the goal of improving service availability and delivery to its internal and external customers.

To this end, The Authority has issued this RFT for **MULTIFUNCTION PRINTER/COPIER** comprising the following Sections:

Section A: RFT Administration Instructions

Section B: Essential Context Information

Section C: Tender Requirements (Technical, Project Management, Commercial)

Sections A and B are included in this document and is for the bidder's noting.

Section C is a separate Word document containing structured requirements with relevant responses.

Bidders must complete Section C and submit a PDF copy to tenders@taf.org.fj before the RFT closure time.

The Authority invites interested parties to review these documents carefully and should any aspect relating to these documents require clarification, promptly email the contact person identified within the Tender Instructions section to have these addressed.

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1 SECTION A: TENDER ADMINISTRATION INSTRUCTIONS

1.1 RFT CONTACT

- 1.1.1 All queries relating to this RFT, including registration for Bidder Briefing Session or requests for clarification or information, should be directed **via email** to the Authority's contact person:

Contact Name	Inoke Nakacia
Contact Role	Standards & Codes Engineer
Contact Email	inoke.nakaci@taf.org.fj
Contact Mobile	+679 999 7243

1.2 INTRODUCTION

- 1.2.1 This section outlines instructions to bidders relating to the administration of this tender.
- 1.2.2 Bidders intending to bid for this opportunity must do so in accordance with the complete terms and conditions outlined in this RFT.
- 1.2.3 The RFT is expected to conclude with The Authority successfully negotiating and awarding a contract for the implementation and support of the solution having been satisfied that the successful bidder:
- 1.2.3.1 has a track record for delivering solutions of the type specified in this RFT.
 - 1.2.3.2 has the capability to deliver the project's scope as specified in this RFT.
- 1.2.4 Should The Authority determine that the outcome it seeks in 1.2.3 is unachievable, The Authority reserves the right to suspend or terminate this RFT or reissue it.

1.3 INFORMATION CONFIDENTIALITY

- 1.3.1 The RFT documents are the property of The Authority and may not be copied or reproduced in any way, other than for the sole purpose of preparing and submitting bidder proposals.
- 1.3.2 Bidders must not release or disclose any of the information to any other person, (other than to their employees, agents or advisors).
- 1.3.3 Bidders are responsible for any unauthorized disclosure of such information by their employees, agents or advisors.
- 1.3.4 Information supplied by The Authority (either by itself or through its advisors) about this RFT or any contract that may arise out of it, is confidential between the Authority and the bidder.
- 1.3.5 Bidders shall not make any public statements to third parties or release any information to the press or other media in relation to this RFT, its contents, its response to it, or the awarding of any contract relating to it without the written permission of The Authority's Chief Executive or his/her delegate.

1.4 RFT CIRCULATION

- 1.4.1 This RFT is available to any party that believes it possesses relevant expertise and support capability pertaining to the RFT's scope.
- 1.4.2 The Authority will not disclose the identity of parties who have requested copies of this RFT, nor the identities of bidders who have responded to this RFT.

1.5 RFT BIDDER REGISTRATION

- 1.5.1 Bidders can register their interest in this RFT by sending an email to the Authority's contact person as identified in 1.1.1.
- 1.5.2 Only registered bidders will receive notifications and relevant clarifications relating to this RFT.

1.6 RFT TIMETABLE

- 1.6.1 The timetable for this RFT is outlined in clause 2.6.1 of Section B.

1.7 RFT CLARIFICATIONS

- 1.7.1 The Authority will only respond to **email enquiries** made to this RFT's contact person.
- 1.7.2 Where bidders request clarifications on aspects relating to this RFT:
 - 1.7.2.1 If such matters affect the content or interpretation of terms or specifications in the RFT, all bidders will be advised via email of the clarification sought and The Authority's response without indicating the source of the query. Such clarifications shall become part of this RFT;
 - 1.7.2.2 If the matter is not of the type stated in 1.7.2.1, clarification will be provided to the specific bidder seeking clarification.

1.8 RFT CHANGES INCLUDING EXTENSIONS OF CLOSING DATE

- 1.8.1 The Authority reserves the right to vary the requirements of this RFT. If such were to occur, registered bidders will be advised of such changes via their registered email contact.
- 1.8.2 The Authority reserves the right to extend the closing date for this RFT prior to expiry of the closing date and time. Registered bidders will be advised of the extended deadline via their registered email contact.

1.9 PROPOSAL RESPONSES

- 1.9.1 All proposals are to be submitted in English.
- 1.9.2 Bidders are expected to submit honest and complete responses. Where a proposal contains statements that is factually incorrect or intended to mislead The Authority, such proposals **will not be considered for further evaluation**.
- 1.9.3 The Authority is under no obligation to check any proposal for errors. The Authority expects that acceptance of a bidder's proposal that contains errors will not invalidate any subsequent contract or deliverables by a bidder to meet the Authority's requirements.
- 1.9.4 By submitting a proposal, bidders warrant that any information provided to The Authority and the use of it by The Authority for evaluating proposals or for negotiating any resulting contract, will not breach any third-party intellectual property rights.

1.10 PROPOSAL DELIVERY

- 1.10.1 Details relating to the delivery method are specified in clause 2.7.4 of Section B.
- 1.10.2 Bidders are advised to submit their bid documents well in advance of the closing date to avoid being disqualified for late submission. **Late bids will not be accepted.**

1.11 PROPOSAL PREPARATION COSTS

- 1.11.1 The Authority is not liable for any costs incurred in the preparation or submission of Proposals.

1.12 PROPOSAL VALIDITY PERIOD

- 1.12.1 Bidder proposals must be continuing and irrevocable and open for acceptance until the Expiry of Bid Validity specified 2.7.4 of Section B.

1.13 PROPOSAL EVALUATION CRITERIA

- 1.1.1 Proposals will be evaluated based on its compliance to the RFT Specifications outlined in Section C which include requirements that establish:
 - 1.13.1.1 Credibility of bidding organization.
 - 1.13.1.2 Bidder track-record in implementing solutions required in the RFT.
 - 1.13.1.3 Credibility of products proposed including compliance to relevant standards.
 - 1.13.1.4 Credibility of references provided and relevancy to project.
 - 1.13.1.5 Realistic project delivery schedule which considers dependencies between parties.
 - 1.13.1.6 Post-Project support response times, service levels and accountabilities.
 - 1.13.1.7 Overall Lifetime Cost of the solution over the expected lifetime period i.e., bidder Initial and Recurring Costs plus any ancillary costs which the bidder has specified that The Authority must incur for the solution to work as expected.

1.14 EVALUATION CLARIFICATIONS

- 1.14.1 Where required, The Authority will request bidders to clarify aspects of its proposal or provide more information to complete The Authority's evaluations or formally document comments or commitments bidders have made during their presentation to The Authority.
- 1.14.2 Requests stated in 1.12.1 require prompt action and bidders must respond in writing within the time specified in such requests.
- 1.14.3 In the event the Authority fails to receive a response from the bidder within the time allocated, the Authority reserves the right not to consider the bidder's proposal any further.

1.15 RESULTS OF THE RFT PROCESS

- 1.15.1 On completion of evaluations, the Authority expects to either:
 - 1.15.1.1 Enter directly into negotiations with shortlisted Bidder(s); or
 - 1.15.1.2 Re-open the tender and/or seek further proposals; or
 - 1.15.1.3 Terminate this RFT process.

1.16 RIGHTS

1.16.1 The Authority reserves the right to:

- 1.16.1.1 Establish contact with any bidder before and/or after the RFT closes for the purpose of clarifying any queries they raise or any aspect of their bid proposals.
- 1.16.1.2 Not accept the lowest proposal.
- 1.16.1.3 Deal separately with any of the divisible elements of any proposal.
- 1.16.1.4 Reject any or all proposals at its sole discretion.
- 1.16.1.5 Suspend or cancel, in whole or in part, this RFT.

1.17 ACTIONS AND DECISIONS

- 1.17.1 Nothing in this RFT or any subsequent communication or correspondence (taken individually or collectively) prior to a contract being executed with the successful bidder will in any way bind the Authority or impose any obligation on the Authority.
- 1.17.2 Unless as stipulated in this RFT, no actions, decisions or contractual negotiations are to be initiated by bidders because of discussions with any of the Authority's employees or any other person purporting to act on the Authority's behalf.
- 1.17.3 Only communications in writing, from the Authority by the Authority's contact person or authorised individuals can be regarded as duly authorised expressions on behalf of the Authority.
- 1.17.4 The Authority will not be bound by statements, written or verbal, made by any person other than its nominated contact person or persons authorized by the Authority in relation to this RFT.

1.18 CANVASSING

- 1.18.1 Bidders should not directly or indirectly lobby or attempt to influence any the Authority's Employees, Board Members, Consultants or Advisors in relation to this RFT. Where bidders directly or indirectly make such an approach, then that bidder's proposal will be disqualified and excluded from the evaluation process.

2 SECTION B: ESSENTIAL CONTEXT INFORMATION

2.1 PURPOSE

This document provides context and background for MULTIFUNCTION PRINTER/COPIER RFT and critical instructions on how to complete tender responses. The Authority seeks to procure a reliable, secure, and cost-effective colour MFD to support office operations

2.2 AS-IS STATUS

The Authority currently operates on a legacy monochrome:

2.2.1 FUJIFILM Docucentre-V 3065 - Monochrome

2.3 TO-BE STATUS

The Authority is seeking to implement a modern, enterprise-grade Colour Multifunction Device with:

2.3.1 High-speed A4/A3 colour printing (≥ 60 ppm)

2.3.2 Integrated copy, print, scan, and optional fax

2.3.3 Advanced security: TPM, encryption, audit logging, GDPR/HCD-PP compliance

2.3.4 Minimum 3-year comprehensive warranty (5-year preferred) with local service support

2.3.5 Compatibility with existing document management workflows (e.g., PaperCut, SharePoint)

2.4 SCOPE & DELIVERABLES

The MULTIFUNCTION PRINTER/COPIER project expects the following outcomes by end of June 2026:

Ref	Deliverable	Description
DEL01	Supply & Delivery	Delivery of 1x Colour MFD meeting technical specifications to TAF Suva office
DEL02	Installation & Configuration	On-site setup, network integration, driver deployment, user profile configuration
DEL03	Data Migration Support	Assistance migrating scan-to-folder/email profiles from legacy device (if applicable)
DEL04	Training	Basic user and admin training for up to 10 staff members
DEL05	Warranty & SLA	Minimum 3-year comprehensive warranty (5-year preferred); SLA with ≤ 4 hr response for critical faults
DEL06	Consumables Starter Pack	Black + Colour toners, drum/imaging units, waste toner bottle included
DEL07	Documentation	User manuals, admin guides, warranty certificates, service contact list

DEL08	UAT & Sign-off	User Acceptance Testing completed within 5 business days of installation
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2.5 BIDDERS INSTRUCTIONS

Bidders need note the following:

2.5.1 Bidders must include the following Appendices in their bid documents.

Appendix	Purpose	Applicable
A	Product Information	MANDATORY
B	Business Registration & License Documents	MANDATORY
C	Reference Customers	MANDATORY
D	Vendor Quotation	MANDATORY
E	Bidder Declaration	MANDATORY

2.5.2 Every requirement within this RFT specification requires a response.

2.5.3 **Requirement References** (ReqRef) are unique and grouped into Technical, Project Management and Commercial **Categories**.

2.5.4 For each requirement, bidders must select the appropriate **Compliance Level** option from the drop-down list that best describes the level of compliance of their bid to the specified requirement.

2.6 RFT TIMELINES

2.6.1 The timetable for this RFP is shown below:

Milestone	Date	Day
Issue RFT	03/06/2026	Sat
Pre-tender Clarifications Close	08/06/2026	Fri
Close RFT	10/06/2026	Wed
Complete Evaluations	17/06/2026	Wed
Complete Decision Endorsement	24/07/2026	Wed
Communicate Decision	25/07/2026	Fri
Expiry of Bid Validity	31/07/2026	Mon

2.7 RFT SUBMISSIONS

- 2.7.1 Proposals must be received **no later than 4.00pm of 10th June 2026**.
- 2.7.2 Bidders are advised to submit their bid documents in advance of the RFT closing time to avoid being disqualified for late submission.
- 2.7.3 All submitted bids become the property of The Authority and shall be retained by The Authority.
- 2.7.4 Bids must be submitted via email as follows:
- 2.7.4.1 Email Subject : **Tender RFT/MPC/2026/05 – MULTIFUNCTION PRINTER/COPIER**
 - 2.7.4.2 Email Attachments : PDF Files
 - 2.7.4.3 Email Address : tenders@taf.org.fj

3 SECTION C: RFT REQUIREMENTS

3.1 TECHNICAL SPECIFICATIONS

ReqRef	Description	Compliance Level
TECH01	Device must support Colour A4/A3 printing at ≥ 60 ppm (monochrome & colour)	Select Compliance
TECH02	Must include Copy, Print, Scan (to email/network/USB); Fax optional	Select Compliance
TECH03	Must support automatic duplex printing and $\geq 1,100$ -sheet standard paper capacity (expandable)	Select Compliance
TECH04	Must include Gigabit Ethernet, USB 3.0, and Mobile Print support (AirPrint/Mopria)	Select Compliance
TECH05	Must include security features: TPM module, HDD/SSD encryption, user authentication, audit logging	Select Compliance
TECH06	Must be compatible with Windows/macOS and support remote management/firmware updates	Select Compliance
TECH07	In Appendix A, include full Product Information: datasheet, certifications (Energy Star, EPEAT, HCD-PP), warranty terms	Select Compliance
TECH08	Must have local service support coverage in Suva, Nadi/Namaka, and Lautoka	Select Compliance
TECH09	MUST provide, Toner price (black & colour), Page yield (pages per cartridge), Estimated cost per page	Select Compliance

3.2 DELIVERY & SUPPLY REQUIREMENTS

ReqRef	Description	Compliance Level
DEL01	Bidder must provide a detailed procurement schedule including lead times for overseas indenting if stock is not locally available.	Select Compliance

3.3 PROJECT MANAGEMENT REQUIREMENTS

ReqRef	Description	Compliance Level
PROJ01	Ensure that the project is successfully tested and completed with end-to-end testing within the timeframe.	Select Compliance
PROJ02	Indicate the lead time (in days) required to meet the deadline of PROJ01	<input type="text"/>

3.4 COMMERCIAL REQUIREMENTS

ReqArea	Bidder Details
BIDD01	Bidder Entity name <input type="text"/>
BIDD02	Bidder Office address <input type="text"/>
BIDD03	Bidder Contact Name for this bid <input type="text"/>
BIDD04	Bidder Contact Email Address <input type="text"/>
BIDD05	Bidder Contact Mobile Number <input type="text"/>

ReqRef	Description	Compliance Level
BIDP01	In Appendix B , attach Company Profile	Select Compliance
BIDP02	In Appendix B , attach Valid Business Registration	Select Compliance
BIDP03	In Appendix B , attach Valid Business Tax Identification Letter	Select Compliance
BIDP04	In Appendix B , attach Valid Business License	Select Compliance

ReqArea	Bidder Track Record
BDTR01	Identify the number of years the business has been operating <input type="text"/>
BDTR02	Identify the number of years the business has worked with in Fiji <input type="text"/>
BDTR03	How many projects like this RFT has the business completed to-date? <input type="text"/>
BDTR05	In Appendix C , list down key customers of the bidder where a similar solution has been implemented

ReqArea **Cost Proposal**

- COST01 Currency used in Cost Proposal Select Currency
- COST02 Indicate the type License Select Cost Type
- COST03 Indicate the license term proposed in your bid Select License Term
- COST04 Costs are EXCLUSIVE or INCLUSIVE of Taxes? Select Tax Position
- COST05 State **any other assumptions** underpinning the cost proposal
- COST06 Identify days given to The Authority to make payment from the date of invoice Select Invoice Days
- COST07 In **Appendix D**, bidders are to submit their quotation. Select Compliance
- COST08 In **Appendix E**, bidders are to complete the bidder declaration form. Select Compliance

APPENDIX A: PROPOSED PRODUCT INFORMATION

APPENDIX B: COMPANY PROFILE & REGISTRATION DOCS

Company Profile

Valid Business Registration

Valid Business Tax Identification Number (TIN)

Valid Business License

APPENDIX C: REFERENCES

For the solution required by The Authority, provide three referees which have bought similar solutions from you whom the The Authority can contact:

Referee 1	Add Details Below
Entity/Organisation:	
Referee Name:	
Referee Position:	
Referee Email:	
Referee Mobile:	

Referee 2	Add Details Below
Entity/Organisation:	
Referee Name:	
Referee Position:	
Referee Email:	
Referee Mobile:	

Referee 3	Add Details Below
Entity/Organisation:	
Referee Name:	
Referee Position:	
Referee Email:	
Referee Mobile:	

APPENDIX D: VENDOR QUOTATION

Bidder quotation to be inserted below.

APPENDIX E: BIDDER DECLARATION

This declaration must be signed by an Authorised Officer of your company and the Company Seal applied to it. ***Failure to submit this document will invalidate your bid.***

Telecommunications Authority of Fiji's MULTIFUNCTION PRINTER/COPIER Project – *Declaration*

We declare that:

1. we have read and understand the instructions relating to this bid and agree to be bound by these for the duration of this project.
2. we have reviewed all requirements and have had the opportunity to obtain clarifications relating to its scope and details.
3. we understand the delivery approach expected under the project.
4. our proposal identifies our compliance levels for each requirement and our readiness to deliver these.
5. we understand that our bid is binding for a period of 180 days from the date of RFT closure.
6. we are ready to answer any queries or clarifications in relation to our bid and will do so within the timelines provided.

Bidder's Name: _____

Authorised Officer Details

Name: _____

Position: _____

Signature: _____

Date: _____