



## **INVITATION TO TENDER**

### **Fit-out of New Branch at Pacific Harbour "Arts Village"**

### **(Tender #005/2025)**

HFC Bank is a fast-paced organisation within the financial industry and a significant contributor to the economy. We have a culture to invest in our people with a world-class working infrastructure.

HFC Bank invites bids from reputable contractors to undertake the fit-out of its new branch at Pacific Harbour "Arts Village." The selected contractor will serve as the single point of responsibility, managing all subcontractors and delivering a turnkey solution for this state-of-the-art banking facility.

The contractor must provide end-to-end project management, including but not limited to:

- Building Construction (including Council & NFA approvals)
- Electrical Works
- Data & Communications Infrastructure
- Mechanical Services (HVAC, Plumbing)
- Fire Safety Systems
- Security Systems (Access Control & CCTV)

#### Proposal Requirements:

- Detailed cost breakdown (inclusive of VAT), demonstrating management of all subcontractors;
- Proof of experience in managing multi-disciplinary construction projects;
- Timeline and work methodology for seamless execution.

#### Submission Process:

- Sealed proposals must be dropped in the Tender Box, located at Level 3, HFC Bank Centre, 371 Victoria Parade, Suva, and must be labelled as follows:

#### **Tender No. 005/2025 – Pacific Harbour "Arts Village"**

Attention: The Chairperson, Tender Committee  
HFC Bank,  
SUVA

- Interested contractors are to collect tender specification documents from Level 3 Reception, HFC Bank Centre, 371 Victoria Parade, Suva, between Monday and Friday, 8:30 am to 4:30 pm.
- Submissions close on **Friday, 25th July 2025, at 4:00 PM**. Late submissions will not be considered.

HFC Bank reserves the right to select a firm for contract negotiations based on the content of the bid and relevant information obtained concerning past performance. Any costs associated with submitting the tender are to be borne by the contractor. In addition, HFC Bank reserves the right, without prejudice, to reject any bids.

For any queries or to obtain further information, please contact Senior Manager Operations Assurance & Properties, Sanjeet Prasad, between Monday and Friday, 8:30am to 4:30 pm, on mobile 9993062 or via e-mail: [sanjeetp@hfc.com.fj](mailto:sanjeetp@hfc.com.fj).

**Your proposal will be treated in strict confidentiality. We thank you for your interest in advance.**