



## **Tender Specifications for the Supply of Corporate & Field Operations Uniforms**

### **1.0 Background**

Fiji Airports, a Government Commercial Company (GCC) owns and operates Nadi International Airport and manages on behalf of the Government the Nausori International Airport, and the 13 outer island airports in Kadavu, Koro, Gau, Rotuma, Labasa, Savusavu, Taveuni, Moala, Vanuabalavu, Lakeba, Ono I Lau, Cicia and Bureta. Fiji Airports employs 445 staff.

We invite reputable corporate uniform providers to put in a tender for the manufacturing and supply of our corporate office, field and compliance uniforms and leisure and casual uniforms for all Fiji Airport staff members.

#### **Vision Statement**

Providing world class airport facilities for our passengers and by providing air navigation services in the Nadi Flight Information Region.

#### **Mission Statement**

Connecting the World to Fiji and her people.

#### **Values**

- Safety, Security and Sustainability
- Teamwork & Delivery
- Effective Communication
- Excellence in Service – Enhancing Customer Satisfaction
- Resilience in our People & Infrastructure

The following requirements and specifications must be adhered to by all tenderers.

Tenders that do not fulfill all requirements will not be considered. Any changes to the tender submission must be clearly stated in the cover letter.

### **2.0 Tender Requirements**

*Tenderers must provide the following minimum requirements:*

- Detailed company profile with relevant experience in the provision of corporate uniforms to large organisations.
- Certificate of Incorporation.
- Availability and current workload.
- Pricing breakdown and payment terms.
- Materials specifications.

*Tender submissions must be clearly marked:*

*“Tender – Supply of Fiji Airports Corporate Uniforms and Field Operations Uniforms”* and addressed to:

**Manager  
Corporate Communications & Public Relations  
Fiji Airports  
Private Mail Bag  
Nadi International Airport**

*Or deposited* in the Tender Box located at the Fiji Airports Headquarters, Fiji Airports Estate, Namaka, Nadi no later than **4pm June 19, 2023.**

Faxed, emailed, late, incorrectly addressed Tenders or Tenders without all required documents will not be accepted. Fiji Airports reserves the right not to accept any tender.

### 3.0 Staff Numbers

Tabulated below is the current FA staffing at our various airports. It is to be noted that these numbers may reduce/increase due to retirements, resignations and/or new recruitments.

Nadi International Airport	308
Nausori & Outer Stations	122
Management Team	12
<b>Total</b>	<b>442</b>

### 3.1 Staff Numbers as per Department

DEPARTMENT	COUNT
<b>Air Traffic Management</b>	<b>73</b>
Female	29
Male	44
<b>Airport Landside Operations &amp; CS</b>	<b>35</b>
Female	20
Male	15
<b>Airport Rescue Fire Fighting Services</b>	<b>96</b>
Female	2
Male	94
<b>Airport Security Services</b>	<b>43</b>
Female	11
Male	32
<b>Airside Operations</b>	<b>8</b>
Male	8
<b>ANES</b>	<b>31</b>
Female	1
Male	30

<b>Assets &amp; Infrastructure</b>	<b>1</b>
Male	1
<b>Building &amp; Civil Works</b>	<b>29</b>
Female	1
Male	28
<b>Commercial</b>	<b>3</b>
Female	1
Male	2
<b>Corporate Communications &amp; Public Relations</b>	<b>1</b>
Female	1
<b>Corporate Office</b>	<b>1</b>
Female	1
<b>Electrical &amp; Mechanical Services</b>	<b>33</b>
Female	1
Male	32
<b>Finance</b>	<b>25</b>
Female	9
Male	16
<b>Fleet Services</b>	<b>11</b>
Male	11
<b>ICT</b>	<b>3</b>
Male	3
<b>Nausori Airport &amp; Outer Islands</b>	<b>38</b>
Female	5
Male	33
<b>People, Organisation, Development &amp; Culture</b>	<b>4</b>
Female	2
Male	2
<b>Safety &amp; Risk Management</b>	<b>7</b>
Female	2
Male	5

#### 4.0 Uniform Categories

Tenderers are to use the following information as a guideline for pricing of individual items. Uniform patterns will be discussed in detail with the successful tenderer. **Pricing must also include embroidery of FA Logo and attachment of badges and the provision of epaulettes.**

Category	No. to Issue per staff
Corporate Office Wear	3
Field Wear	3
Compliance (Fire & Security)	3
Corporate Jackets (Men)	1
Corporate Blazers (Women)	1
Bula Wear (Men)	1
Bula Wear (Women)	1

## 5.0 Uniform Specifications

Fiji Airports requires corporate uniform items for both Female and Male staff:

- Women's Uniforms:
  - i. Corporate (contemporary and professional with a feminine touch):
    - Geneva Jacket (two front pockets, one breast pocket and side vents)
    - Uniform trousers with pockets.
    - Corporate skirts (knee length and below the knee length).
    - Athens sleeve dress (with slits on the center back).
    - Shirts (button up/ short and elbow length sleeve).
    - Blouse.
    - V-neck cardigan.
    - Epaulettes (AVSEC team).
  - ii. Business Casual and Leisure
  - iii. Bula wear (dress, sulu jamba, skirt & top, etc)
  - iv. Accessories (stockings/leggings, scarves, belts, etc)
- Men's Uniforms:
  - i. Corporate:
    - Shirts.
    - Jackets.
    - Trousers.
    - Neckties.
    - Sulu (men's).
    - Epaulettes (ARFFS/AVSEC)
  - ii. Business Casual and Leisure
  - iii. Bula wear
- Compliance / Protective workwear items (for both women and men (*hi-visibility coats and trousers, other trousers and jackets and footwear, hoodies/pullup warm clothing, gloves, bucket hats, polo caps, beanies etc*)).

The items are required to be logoed with the Fiji Airports' branding. Details of the logo will be advised to the successful Tenderer(s).

- **Corporate Uniforms:**
  - Tenderers are to use the **FA Logo colour combination** for the uniform proposals. FA Logo Guide is provided for reference. Concepts must be provided on a disc and submitted as part of the tender.
  - Designs to take into account our corporate statements and depict the aviation & tourism industries that FA operates in.
  - Fabrics samples for proposed uniforms are to be provided as part of the tender.
- **Compliance Uniforms have specific requirements as outlined below:**
  - **Aviation Rescue Fire Fighting Services Department**
    - Heat resistance fabrics for shirts and trousers.
    - Side Badges and Navy Blue Epaulettes.
    - Navy Blue Trousers & Lighter Blue Shirt.
  - **Aviation Security Services Department**
    - Navy Polyester Trousers/Skirts & Rapier Blue Shirts.
    - Button-up shirts/blouses for ladies.
    - Navy Blue Epaulettes.

- **Bula Wear**

- Tenderers to provide a creative Bula design considering our corporate statements and depicting the aviation & tourism industries that FA operates in.
- Concepts must be provided on a disc and submitted as part of the tender.
- The FA corporate colors to be used as the prime colours, however the use of other colours are welcome.

## 6.0 **Presentations to FA**

- Shortlisted tenderers will be invited to present their proposals along with their samples on June 28 (Wednesday), 2023.

## 7.0 **Other Important Information**

- Detailed specifications for the uniforms, including quantities to be ordered will be discussed with the successful tenderer.
- The successful tenderer will sign an agreement with Fiji Airports which will specify such things as uniform sizing, delivery time, re-fitting options and payment terms.
- All tender clarifications must be forwarded to Moira Vilsoni-Raduva on:
  - Telephone number 6725 777, extension 4666; or 8984 579 (office hours)
  - Email [MoiraR@fijiairports.com.fj](mailto:MoiraR@fijiairports.com.fj)