

EXPRESSION OF INTEREST (EOI)

Renovation Design - New MFL Labasa Office

Merchant Finance Pte Limited (MFL) invites suitably qualified, registered and experienced architectural and design consultants to submit an Expression of Interest for the renovation design of its proposed new office at Shop 57-59, Damodar City, Labasa.

LOCATION

Damodar City, Labasa

AREA

Approximately 115 m²
comprising three vacant spaces

KEY SCOPE

- Site assessment and concept design
- Space planning, architectural and interior design
- Electrical, air-conditioning, ICT/data and security coordination
- MFL corporate branding, signage and office standards
- Construction drawings and specifications
- Preparation and coordination of all required Government, Municipal Council and other statutory/regulatory approvals
- Preparation of a detailed Scope of Works (SOW) following approval of the final renovation plans, for use in the subsequent tendering and construction phase

SUBMISSION REQUIREMENTS

- Company profile and relevant professional registrations
- Relevant experience and at least two project references
- Proposed project team
- Proposed methodology and approach
- Project timeline
- Professional fee proposal, including applicable taxes, statutory fees and any exclusions or assumptions

All submission documents must be consolidated into one PDF file.

SUBMISSION DETAILS

Email	tender@mfl.com.fj
Closing Date	Friday, 23 October 2026
Closing Time	4:00 PM
Enquiries	Aminiasi Katuba (+679) 992 8891

Late or incomplete submissions may not be considered.

DISCLAIMER: MFL reserves the right to accept or reject any or all submissions, seek clarification or further information, negotiate with shortlisted applicants, or amend, suspend or cancel the EOI process at its discretion. MFL is not bound to accept the lowest-priced or any submission received. All costs associated with preparing and submitting an EOI shall be borne by the applicant.