

EXPRESSION OF INTEREST (EOI)

Design Consultancy Services for the Renovation, Expansion and Fit-Out of the MFL Savusavu Branch

Merchant Finance Pte Limited (MFL) invites suitably qualified and experienced architectural and interior design consultants to submit Expressions of Interest for the design and documentation of the proposed renovation, expansion and fit-out of its Savusavu Branch at the **Marimuttu Building, Main Street, Savusavu**.

The existing branch has a lettable area of 72.26m² and remains fully operational. The project includes renovation of the existing premises and an additional expansion of approximately 44.80m², creating a modern, secure and customer-focused environment that supports improved service delivery and future growth.

SCOPE HIGHLIGHTS

- Concept and detailed architectural and interior fit-out design
- Tender-ready drawings, specifications, cost estimates and documentation
- Business continuity and phased-work strategy to minimise disruption
- Obtaining an approved renovation plan from the Savusavu Town Council and any other required statutory 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

BUSINESS CONTINUITY REQUIREMENT

The branch must remain fully operational throughout the renovation and expansion works. Respondents must demonstrate practical measures to maintain customer and staff safety and minimise disruption to normal business operations.

REQUIRED SUBMISSION FORMAT

Submit one consolidated PDF proposal containing:

- Company profile and business registration details
- Relevant project experience, including at least three similar projects
- Proposed project team and qualifications
- Design methodology and project approach
- Business continuity strategy
- Indicative project programme
- Professional fee proposal
- Client references
- Approach to securing statutory approvals, including Savusavu Town Council approval

EOI Closing Date	23 October 2026 at 4:00 PM
Submit EOI To	tender@mfl.com.fj
Further Information	Aminiasi Katuba, (+679) 992 8891

DISCLAIMER: Merchant Finance Limited reserves the right to accept or reject any or all submissions, waive any irregularities, and amend or cancel the EOI process at any time without notice. Submission of an Expression of Interest does not constitute a commitment by MFL to award any contract.