



Terms of References (TOR): Provision of Bailiff Services for Public Rental Board (PRB)

1. Introduction

The Public Rental Board (the “Board”) is established by the Housing Amended Decree 1989 with the primary role of providing affordable housing to low-income families in Fiji . PRB has **3 Divisional Offices** and **24 estates** in total with office and estate information tabled below:

Divisional Offices	Office Locations
Northern	Flat 1, PRB Vunimoli Estate, Korotari Road, Labasa
Western	14 Hector Eyre Street, Natokowaqa, Lautoka
Central	132 Grantham Road, Suva

Estate Information

Division	Estates	No of flats	Address	
Northern	Tuatua	24	Off Cross Island Labasa	
	Vunimoli	23	Korotari Road, Labasa	
	Naodamu	72	Naodamu Road, Labasa	
	Naqere	85	Naqere Road, Savusavu	
Western	Natokowaqa	140	Hector Eyre Street, Natokowaqa, Lautoka	
	Natabua	54	Fong Place, Natabua, Lautoka	
	Vakatora	61	Sukanaivalu Road, Lautoka	
	Golf Link	24	Razak Road, Golf Link, Lautoka	
	Simla	105	Kuata Street, Simla, Lautoka	
	Namaka	48	Vuniyayaywa Road, Namaka, Nadi	
	Central	Macfarlane	79	Macfarlane Road, Raiwai, Suva
		Charles Street	94	Charles Street, Toorak, Suva
Kia Estate		81	Kia Street, Raiwai, Suva	
Raiwai Project		210	Nairai Road, Raiwai, Suva	
Mead Road		168	Mead Road, Nabua, Suva	
Newtown		72	Newtown Road, Suva	
Kalabu		109	Uci Place, Jale Street, Kalabu, Suva	
Nadera		142	Reba Circle, Nadera, Suva	
Votua		58	Quess Road, Votua, Sigatoka	
Draiba		25	Draiba Estate, Levuka, Ovalau	
	Narere	50	Omkar Road, Narere, Suva	
	Lagilagi	153	Lagilagi Estate, Grantham Raiwaqa.	

2. Objectives

PRB is seeking professional bailiff services to assist its 3 division offices of Central Western and Northern. The bailiff work is required to serve both current PRB tenants at its estates and vacated tenants at their new addresses with relevant documents/notices on “as and when basis”. Bailiffs are expected to submit how they intend to charge for each service.

3. Scope of Work

A specific bailiff service provider will be responsible for the following tasks either to be carried out remotely or consecutively. The professional will be required to carry out the following tasks and to submit proposed fees for each:

- a. Timely and efficient serving of notices and returning documents for affidavit of services. Acknowledgement to be signed by a bailiff before a commissioner of Oaths or qualified legal representative to sign such documents. Notices is not limited to arrears notices only and can be other legal notices such as court eviction notices, small claims notices, judgement debtors’ summons, etc. Record of all service attempts must be documented and returned to PRB monthly.
- b. Make arrears repayments agreements with debtors and following up with arrears agreements. To include any applicable enforcement fees with defaulting customers. (Repayment agreement schedule to be weekly and PRB to provide the repayment agreement form to be used.) PRB will prefer that you charge per percentage of repayments receipts made at the office for (b).
- c. Seizing of chattels as collateral according to procedures stipulated under the Distress for Rent Act 1970. PRB will prefer to provide storage for these chattels. If you can provide storage, you have to provide proof and explain your proposed agreement and how you will eliminate the associated storage risks. Also declare any storage fees.

4. Tender Requirements

All tenderers must ensure that the following documents are included in the tender bid:

- a. A covering letter addressing in detail the Terms of Reference provided.
- b. Copy of Bailiff License.
- c. Copy of Driver’s License.
- d. Copy of valid business TIN
- e. Copy of 2025 FRCS Compliance certificate.
- f. Copy of 2025 FNPF Compliance Certificate.
- g. Fee structure and timelines within which services will be delivered per instruction.
- h. Two (2) or more references from reputable organisations or individuals who have used your services for the past 3 years.

5. Other information

- a. The professional will be required to:
 - i. Clearly state in his submission which division (Northern/Western/Central) he/she is interested in carrying out the services.
 - ii. Maintaining professionalism and discretion throughout all interactions with PRB customers.
 - iii. Ensure that all instruction received from PRB to be in writing.
 - iv. Ensure that the tenant or stakeholder information is to be obtained from PRB prior to service.
 - v. Treat all information with utmost confidentiality.
 - vi. Provide detailed report of any bailiff works undertaken to be submitted on time or as and when requested by PRB.
 - vii. Provide accurate, detailed invoices of any charges and fees (include TIN numbers).
 - viii. Carry out any other related duties as and when required by PRB.
 - ix. Refer to any regulation, laws or guidelines applicable to bailiff services in Fiji.

6. Amendments

Any amendments to this TOR will be communicated to all parties in writing.

7. Tender submission deadline

Submissions must be made by 4pm of 21st November 2025. Submissions to be submitted at any office mentioned on section 1 or online submissions by visiting the PRB website, www.prb.com.fj .

8. Contact Information

Mobile: 8910818

E-mail: tenders@prb.com.fj