

TERMS OF REFERENCE (TOR)
FOR LEASING STORAGE SPACE - LOT 36 SO 7388, MATAVOLIVOLI
ESTATE, NADI
ITT 06/2026

1. Introduction & Background:

This TOR outlines the terms for leasing designated storage space within Lot 36 SO 7388, comprising approximately 2.51 acres of flat, levelled land situated at Kasaqa circle, Matavolivoli, Nadi ("the Premises").

The Landlord seeks responsible Tenants (Individuals or Companies) requiring secure land for storage purposes.

2. Objective:

- To grant leasehold rights for specific portions of the Premises to suitable Tenants for the primary purpose of secure storage.
- To ensure the orderly, safe, and compliant use of the Premises.

3. Site Location & Description:



- **Address:** Lot 36 SO 7388, Kasaqa Circle, Matavolivoli, Nadi, Fiji.



- **Total Area:** Approximately 2.51 Acres
- **Topography:** Flat and levelled land, suitable for immediate storage use.
- **Current State:** Raw land. Tenants are typically responsible for further configuring their leased area (e.g., fencing, surfacing, sheds - *subject to Landlord approval and permits*).

4. Scope of Lease & Permitted Use:

- **Primary Use:** Storage of goods, vehicles, machinery, equipment, containers, building materials, inventory, or archives. **Absolutely NO residential, retail, manufacturing, or hazardous material storage permitted without explicit prior written consent.**
- **Lease Area:** Specific plot size(s) will be defined per Tenant agreement within the total 2.51 acres. Minimum lease area may apply.
- **Improvements:** Any structures (sheds, fencing, offices) require:
 - Prior written approval from the Landlord.
 - Compliance with all relevant Fiji building codes and permits (Nadi Town Council).
 - Agreement on ownership/removal at lease end.

5. Tenant Eligibility & Selection Criteria:

- Individuals or legally registered companies in good standing.
- Demonstrated need for storage space.
- Financial capacity to meet lease obligations (rent, security deposit, potential development costs).
- Clear business plan/proposal for intended use.
- Agreement to comply fully with these TOR and the resulting Lease Agreement.
- Provision of valid business licenses/registrations (for companies) and identification.
- Satisfactory references or background checks (if deemed necessary by Landlord).

6. Lease Structure & Key Terms (Framework):

- **Term:** Initial term proposed 3years, with potential for renewal by mutual agreement.
- **Rent:** Competitive market rate per square meter/per month (or agreed unit). Subject to periodic review (e.g., annual CPI adjustment). Payment monthly in advance.
- **Security Deposit:** Typically, equivalent to 1-2 months' rent, refundable subject to conditions met at lease end.



- **Access:** 24/7 access granted to the Tenant's leased area, subject to site-wide security protocols.
- **Utilities:** Tenants are responsible for securing and paying for their own utility connections (water, power) if required. Shared access points may need agreement.
- **Insurance:** Tenant MUST maintain comprehensive Public Liability Insurance and Insurance for their stored goods/structures, naming Landlord as an interested party. Proof required.
- **Maintenance:** Tenant responsible for maintaining their leased area in a clean, safe, and secure condition, including fencing, surfacing within their plot, and waste removal. Landlord responsible for major common area maintenance (e.g., perimeter road if shared).
- **Taxes & Rates:** Landlord responsible for land taxes/rates. Tenant responsible for business licenses/taxes related to their operation.
- **Subletting:** Strictly prohibited without prior written Landlord consent.

7. Landlord Responsibilities:

- Provide clear title and peaceful possession of the leased area.
- Maintain overall site security infrastructure (e.g., perimeter fencing, gate - *details to be confirmed*).
- Address major issues affecting the entire Premises.
- Provide necessary documentation for Tenant permits (where applicable).

8. Tenant Responsibilities:

- Pay rent and security deposit promptly.
- Use Premises *only* for approved storage purposes.
- Obtain all necessary permits/licenses for their operation/structures.
- Maintain insurance as specified.
- Keep leased area clean, secure, and free of hazards/nuisances.
- Comply with all laws, regulations, and Landlord's reasonable site rules.
- Repair damage caused by Tenant/their activities.
- Remove all belongings and approved structures upon lease termination, restoring the plot to its original condition (fair wear and tear excepted).
- Provide 24hrs access to the Landlord.

9. Security:

- Tenant must contribute to overall site security and comply with access control procedures.



- Tenant is responsible for securing their specific leased plot (e.g., locks on gates/fencing).
- Landlord may install/maintain perimeter security; costs may be recoverable via service charge (to be specified).

10. Application & Selection Process:

- Expression of Interest (EOI):** Interested parties submit a formal EOI including:
 - Contact Details (Individual/Company Rep)
 - Company Registration Details (if applicable)
 - Proposed Use & Required Plot Size
 - Lease Term Sought
 - Brief Overview of Business/Storage Needs
- Shortlisting:** Landlord reviews EOIs against eligibility criteria.
- Site Visit & Discussion:** Shortlisted applicants invited for site inspection and discussion.
- Formal Proposal/Application:** Shortlisted applicants may be asked for more detailed proposal/financial info.
- Due Diligence:** Landlord conducts checks (references, financial standing).
- Offer & Negotiation:** Landlord issues draft Lease Agreement to selected Tenant(s) for negotiation.
- Agreement & Commencement:** Lease signed, deposits paid, access granted.

11. Compliance & Termination:

- Strict adherence to the signed Lease Agreement and these TOR principles is mandatory.
- Breach of terms (especially non-payment, illegal use, safety violations) may result in termination.
- Standard notice periods for termination by either party will apply as per the Lease Agreement and Fiji law.

12. Contact for EOI & Inquiries:

- **Contact:** Mr. Rupeni Rabici.
- **Phone:** 9921860
- **Email:** rupenir@prb.com.fj
- **Deadline for Expressions of Interest:** Before **4:00 pm, 28th August, 2028**



13. Disclaimer:

- * This TOR outlines the proposed framework only and does not constitute a binding offer or lease.
- * Final terms will be detailed in a formal, legally binding Lease Agreement.
- * The Landlord reserves the right to accept or reject any EOI, negotiate terms, or withdraw the offering at any time.
- * Plot availability and configurations are subject to change.



TENDER ADVERTISEMENT

ITT 06/2026: COMMERCIAL LEASING OPPORTUNITIES

The **Public Rental Board (PRB)** invites suitably qualified businesses, companies and individuals to submit their tender for the following commercial leasing opportunities:

1. CANTEEN FACILITIES FOR LEASE

PRB is offering the following canteen facilities for lease:

- **Kia Estate, Raiwai, Suva**
- **Macfarlane Estate, Raiwai, Suva**

These facilities provide an opportunity for suitable operators to establish a canteen service for PRB tenants and the surrounding community.

2. COMMERCIAL OPEN SPACE – MATAVOLIVOLI SUB-DIVISION, NADI

PRB also has **open commercial space at Matavolivoli Sub-Division, Nadi**, which will be **subdivided into individual lots** for lease.

PRB invites interested companies and businesses to submit their interest in leasing one or more lots for **suitable commercial and business activities**.

WHY LEASE WITH PRB?

- ✓ Strategic locations
- ✓ Opportunities for established and new businesses
- ✓ Flexible commercial leasing opportunities
- ✓ Suitable spaces for a range of business activities

Terms of Reference outlining details of the tender are available on the PRB tender portal www.prb.com.fj

Tenders are to be marked **“ITT 06/2026: Commercial Leasing Opportunities”** and addressed to:

**The Acting General Manager
Public Rental Board
PO Box 5275
Raiwaqa**

and all submissions are to be uploaded onto the online tender portal no later than **4.00pm on Friday 28th August 2026**.



Contact person is **Rupeni Rabici** on mobile (679) 9921860 or email at tenders@prb.com.fj.

Lowest or any other offer will not necessarily be considered. PRB reserves the right to reject any tender. Late submissions will not be considered.