



**EOI – Ref # 007/2023  
EXPRESSION OF INTEREST**

**“JOB EVALUATION EXERCISE & REVIEW OF DIRECTORS FEES & ALLOWANCES - PINE GROUP OF COMPANIES”**

Pine Group of Companies invites “Expressions of Interest” from professional firms to undertake:

- ❖ *Job Evaluation Exercise (JEE) for all “Management” positions in each occupational group identified in the organization structure.*
- ❖ *Review of Directors fees and allowances.*

Pine Group currently has approximately 30+ managerial posts within its four companies:

- 1) Fiji Pine Limited
- 2) Tropik Wood Industries Limited
- 3) Tropik Wood Products Limited
- 4) Tropik Pine Freight and Logistics Pte Limited

**Engagement Scope:**

- Evaluate all managerial positions identified in the current organization structure.
- Recommend an appropriate Salary structure for each managerial position in the structure (i.e., with minimum and maximum salary range and progressive salary scale).
- Review and recommend the minimum qualification requirement (MQR) for all managerial roles.
- Review and recommend market data on allowances and incentives for managerial roles.
- Review and recommend FPG directors' fees and allowances.

**Application Process:**

Submissions should provide detailed information on:

- Industry and Business Knowledge.
- Professional HR/ Consultancy experience.
- Job Evaluation Methodology and Experience.
- Team Expertise and relevant credentials of personnel to be involved in the exercise together with a fees structure and Time frame for completion of the exercise.

**Clarifications on Scope or Further Information:**

For further information, please contact the Senior Manager HR & Risk, Kajal Raj on email [kraj@tropik.com.fj](mailto:kraj@tropik.com.fj) or mobile 9995251 and the Company Secretary, Joeli Waqa on email [joeli.waqa@tropik.com.fj](mailto:joeli.waqa@tropik.com.fj) or mobile 9995788.

**Submissions:**

Sealed submissions must be deposited in the Tender Box located at the Company's Head Office, Vakabuli Village Road, Drasa, Lautoka no later than 3.00pm on Friday 08<sup>th</sup> September 2023 and addressed to:

The Tender Subcommittee  
Tender - Ref# 007/2023  
C/O- Tropik Wood Industries Limited,  
Private Mail Bag, Lautoka.

For bidders who cannot travel to above stated address, tenders shall be emailed to the following tender recipients between 3.00pm to 3.30pm on the same day:

[yhicks@tropik.com.fj](mailto:yhicks@tropik.com.fj)

[joeli.waqa@tropik.com.fj](mailto:joeli.waqa@tropik.com.fj)

*“For any clarification or any tender related matters, interested bidders must strictly make contact with the contact person stated herein. Pine Group has a strict tender governance policy which is handled independently by the Tender Subcommittee. Any contact made with any other person within Pine Group can result in the tender being disqualified”.*