



SOLOMON ISLANDS NATIONAL UNIVERSITY

Tender Document for Supply and Delivery of ICT Equipment

Lot 1 – Laptops

Lot 2 – All-in-One (AIO) Desktops

Lot 3 – Projectors

Lot 4 – Desktop Printers

Lot 5 – Photocopier

Tender Reference Number: ITT/ICT-01/2025

Date of Issuance: 17th February 2025

Due Date: Friday 28th February 2025 at 4.30pm

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PART A-INTRODUCTION

Executive summary

Solomon Islands National University (SINU) was established in 2013. Prior to this it is called Solomon Islands College of Higher Education (SICHE) and some of its training schools existed before Solomon Islands gained its independence in 1978.

SINU has five faculties namely Faculty of Business & Tourism Studies, Faculty of Science & Technology, Faculty of Nursing, Medicine & Health Sciences, Faculty of Agriculture, Fisheries & Forestry and Faculty of Education & Humanities. There are three campuses altogether, Kukum Campus, Ranadi Campus and Panatina campuses. Its head office in Kukum Campus.

The University employs more than 500 staff and enrolled more than 5,000 students annually.

Objective

This document is intended to solicit bids for the supply of Laptops, All-in-One Desktops, Projectors, Printers, and a Photocopier referred to 'ICT Equipment' in this document.

Selection Criteria

Assessment of tenders and award of contract will be on the basis of the most economically advantageous award criteria for bids from eligible bidders, in accordance with the following criteria,

No.	Criteria	Weight	Max Score
1	Quality & Performance -Meet specs	15%	10
2	Maintenance/After service -Available & cost	15%	10
3	Energy efficiency and other environmental friendly features	15%	10
4	Warranty -1 year or more	5%	10
5	Life Cycle Cost	50%	10

This procurement is on a per lot basis. Evaluation and award is on a per lot basis.

Tender Schedule

Date	Key step
17.02.2025	Bid documents issued to suppliers (Email/download from SINU website)
28.02.2025	Deadline for submission of tender via sealed envelope or email by this day at 4.30pm
03.03.2025	Opening of the tenders
	Evaluation
07.03.2025	Contract award

SINU reserves the right to revise the dates in the Schedule at any time.

Structure of the Tender

The Tender consist of 5 parts:

- Part A is an introduction;
- Part B contains certain particulars relating to the Tender, such as closing date and time;
- Part C sets out the terms and conditions governing the Tender;
- Part D Contract;
- Part E Tender Response Schedules

Tender Submission

Tenders must be delivered in sealed envelopes to the address provided in Part B-Tender Particulars or sent electronically to; tender.board@sinu.edu.sb at or before 4.30 pm on 28th February 2024. Late or incomplete tenders will not be considered.

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

ITT/ICT-01/2025 – Invitation to Tender for Supply of ICT Equipment

**The Chairman
University Tender Board
Solomon Islands National University
PO Box R113
Honiara**

It must also indicate the name and address of the Tenderer on the reverse of the envelope.

PART B-TENDER PARTICULARS

Closing Date and Time:	28 th February 2025, 4.30pm
Tender address:	The Chairman University Tender Board Solomon Islands National University PO Box R113 Honiara
Tender Box Location:	Office of the Vice Chancellor
Email for Tender Submission:	tender.board@sinu.edu.sb
Email for Further Inquiries/Clarifications:	Dean Foy Phone: (677) 42837 or (677) 7441760 Email: Director.ICT@sinu.edu.sb
Tender Board Secretary:	Wendy Afu Phone: (677) 42600 or (677) 7135420 Email: wendy.afu@sinu.edu.sb or

PART C—TERMS AND CONDITIONS

1.0 Definition

In these Tender Terms and condition, and in the other Tender Documents, unless the context otherwise requires:

\$	means Solomon dollars or other acceptable currency
Closing Date and Time	means the date and time set out in the Tender Particulars.
Price	means the amount specified for the goods or services to be provided under the contract which result from this Tender.
Notice	means any notice, consent or other communication given or made under this Tender by the Tenderer or SINU.
Part	means a Part of the Tender.
Proposal	means the documents required by the Tender Documents to be duly completed and executed by or on behalf of the Tenderer, and lodged with SINU in accordance with these Tender Conditions.
Proposal Form	means the Tender Form set out in Part E Schedule 1.
Proposal Schedules	means the schedules set out in Part E which the Tenderer must complete and provide with its Proposal.
Tender Documents	means this document and all the documents and information forming part of tender, including advertisement and pricing templates.
Tender Board Secretary	means the person specified in the Tender Particulars who is the tender administrator.
Tender Conditions	means those conditions of Tender set out in this Part C.
Tender	means the documents required to be duly completed and executed by or on behalf of the Tenderer and lodged with SINU in accordance with these Tender Conditions;
Tenderer	means a recipient of this document invited to submit a Tender
Work, Goods, Services	means the goods and services or work that the Tenderer would be required to provide and/or perform to comply with its obligations under the Contract.

1.1 Eligibility

The Tender is open to all interested bidders, whether local or foreign, with that provide similar project of this nature in the last 2 years. Not blacklisted or have litigation with SIG and its agencies.

1.2 Queries regarding Tender

All queries relating to the tender must be forwarded in writing (email) to the contact provided in Part B-Tender Particulars.

1.3 Amendment of Tender Documents

At any time prior to the deadline for submission of tenders, SINU for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the Tender documents by amendment. All prospective Tenderers will be notified of the amendment in writing and posted on our website and it will be binding on them.

1.4 Conflict of Interest

A Conflict of Interest arises from any event influencing the capacity of a Tenderer from performing in an objective and impartial professional manner, or preventing him, at any moment, from giving priority to the interests of SINU.

A Conflict of Interest also arises from any consideration relating to possible contracts in the future or conflict with other commitments, past, present, of a Tenderer, or any conflict with his own interests. These restrictions also apply to sub-Tenderers and employees of the Tenderer.

There is a conflict of interest if the Tenderer is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

If you have any declaration of Conflict of Interest submit it to the Tender Board Secretary. Providing this beforehand will not disqualify your bid.

1.5 Ethics

It is a requirement that both the SINU and Tenderer observe the highest standards of ethics during the procurement and execution of contracts.

In pursuance of its procurement policy, SINU requires that all Tenderers concerned take measures to ensure that no transfer of gifts, payments or other benefits to SINU officials and/or procurement/management staff with decision making responsibility or influence, occur.

SINU reserves the right to suspend or cancel a tender if corrupt practices of any kind are discovered at any stage of the award process. For the purpose of this provision, the terms set forth below shall have the following meaning:

"corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of any staff involved in the procurement of goods and/or services, or the threatening of injury to a person, property or reputation in connection with the procurement process or in contract execution, in order to obtain or retain business or other improper advantage in the conduct of business;

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of SINU, and includes collusive practices among Tenderers (prior to or after submission of tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Buyer of the benefits of free and open competition.

Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Buyer during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties (e.g. suspension from future tender procedures).

Any Tenderer who attempts to influence the outcome of the selection process by discrediting competing applications, or by threatening any member sitting on the selection panel, SINU or any of its staff, or transfers gifts, payments or other benefits to any staff member, or any member sitting on the evaluation panel, will be automatically disqualified from consideration.

1.6 Confidentiality

All documents and information supplied in this Tender are confidential and only be used for the sole purpose of preparing the Tender for, or carrying out, the scope of works.

SINU and the Tenderer acknowledge and agree to maintain confidentiality during and after the tender process and that all documents and information to be safely stored as per SINU's document retention policy for Tenders.

1.7 Closing Date and Time

Closing date and time is provided in Part B of this Tender.

1.8 Validity Period

Proposals shall be valid for 90 days from the deadline for submission.

1.9 Tender Currency

All National tenders must be presented in Solomon Island Dollars.

1.10 Proposed Procedure after closing date and time

Following the Closing Date and Time, SINU may do one or more of the following from time to time during the evaluation period:

- (b) Contact Tenderer Representative to obtain further information in relation to, and otherwise clarify, aspects of tender submission;
- (c) require the Tenderer in writing to revised their tender based on any amendments to specifications or arithmetic errors;
- (d) Arrange a site visit to your warehouse or shop.

The Tenderer must agree to:

- (a) Provide any clarification on any aspects of the Tender;
- (b) Provide any revised pricing if required; and
- (c) Allow site visit if required.

SINU reserves the right to select in its absolute discretion one or more bidders with which to enter into negotiations. In addition, a positive response from SINU does not assure a bidder that a contract will be entered into; SINU may discontinue negotiations with a bidder at any time, in its sole discretion.

1.11 Acceptance of Bid

The Tenderer's Bid will not be deemed to be accepted unless and until a contract for which the Tender solicit has been signed by the Tenderer and SINU.

1.12 Cost of Bidding

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the SINU shall not be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

PART D-CONTRACT

Contact the Tender Board Secretary for copy of the Purchase Agreement through the email provided in PART B-Tender Particulars.

PART E-TENDER RESPONSE SCHEDULES

The Tenderer, having carefully examined and read the Tender, including the Agreement for use now submits the following schedule requirements:

SCHEDULE 1 TENDER FORM

Date:

To: The Chairman

University Tender Board Committee

Dear Chairman,

We offer to negotiate in good faith a contract for **Supply and Delivery of ICT Equipment** in accordance with the Tender Documents and the enclosed Schedules.

The undersigned confirms that we have read and understand the scope of work in the copy of the Preferred Supplier Agreement provided and agrees to be bound by the terms and conditions within if accepted.

We acknowledge and agree that the Tender will not be deemed to have been accepted unless and until the Purchase Agreement is signed by SINU.

We agree to abide by this Tender for a Period of 90 days from date of closing and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Dated this _____ day of _____ 2025.

Signature

Name

Duly authorized to sign Tender for and on behalf of _____
Company Name/Company Stamp or seal

SCHEDULE 2 TENDERERS DETAILS

Please complete the table below and provide copy of Company Registration Certificate, Business Licence, and a Tax Clearance Letter from Inland Revenue.

Requirements	Response
Company Name:	
Company Registration Certificate	
Tax Identification Number (TIN): <i>Submit <u>Tax Clearance letter</u> from IRD</i>	
2025 Business Licence No.:	
Company Address:	
Phone Number:	
Fax Number:	
Website (if applicable):	
Tender Contact Name:	
Contact Position:	
Contact Phone Number:	
Contact E-mail address:	
Contact address if different:	
Company Bank:	
Bank Account Name:	
Bank Account Number:	

SCHEDULE 3 COMPANY PROFILE (Applicable to new SINU vendors only)

Submit a brief company profile with your tender.

SCHEDULE 4 EXPERIENCE AND REFEREES

Provide information of previous contracts of similar nature in the last two years. Include Referees contact. Alternatively, the company may submit these details in their company profile.

No.	Company/Organization,	Period of Contract	Goods Supplied	Value of Contract
1				
2				
3				

SCHEDULE 5 FINANCIAL CAPABILITY (Applicable to new SINU vendors only)

SINU would like to ensure that it engages with a supplier with good financial standing. Provide a summary of your financial accounts for past 2 years or evidence of funds to supply the requirement.

SCHEDULE 6 STOCK AVAILABILITY

Provide information on stock availability or how you will be able to meet the University requirement.

SCHEDULE 7 PAYMENT TERMS

SINU will prefer to order goods in lots and/or batches, typically upon the issuance of a Purchase Order within 3 to 6 weeks. Full payment for the delivered goods will be made within 30 days upon complete delivery and acceptance of goods by SINU ICT Department.

Provide the delivery value you are capable to supply at one time.

SCHEDULE 8 DELIVERY SCHEDULE

The delivery address will be:

*Contact Person: Dean Foy, ICT Director
Location: ICT Department, Kukum Campus, Honiara.*

Lot Number	Description	Quantity	Delivery schedule in days	In weeks/months on signing of contract and issue of Purchase Order
1	Delivery Schedule			
2	Delivery Schedule			
3	Delivery Schedule			
4	Delivery Schedule			
5	Delivery Schedule			

SCHEDULE 9 PRICE SCHEDULE

Instruction:

- a. Tenderers may bid for one, several, or all Lots.
- b. All equipment supplied must be BRAND NEW. Refurbished, used, or second-hand equipment will NOT be accepted.
- c. The University is exempted from duty, goods and sales tax, as stipulated in the SINU Act 2012, section 5, subsection 5, clause C, and the University does not pay duty, pay goods and sales tax.
- d. Pricing offered must remain fixed for the duration of the contract (from time of contract signing to delivery and acceptance) and include all costs for supplying, installing, and providing a brief introduction to the use of the equipment (if required).
- e. Provide costs in the form below or in any format of your choice.
- f. You may provide alternative second option.

ICT EQUIPMENT PRICE

Lot No.	Full Description of Goods/Specification	Quantity	Specification offered (same or similar)	Unit Price without GST & Duty	Total Price without GST & Duty
1 -Laptop	14 inch G10 Notebook PC, Windows 11, MS Office 13 Intel core i5, Ethernet Port With Carry bag and cordless mouse	33 units	Attach your detail specification leaflet Including warranty		
2- All-In-One Desktop	Desktop PC Windows 11 Pro Intel core i7 14 th generation processor Internal storage 256 GB up to 512GB Max memory 64GB	7 units	Attach your detail specification leaflet Including warranty		
3 - Projectors	Epson Overhead projectors	26 units	Attach your detail specification leaflet Including warranty		
4 -Desktop Printers	Laser jet printer, colour Ethernet enabled Scan, copy, print function Paper size A4, A5, A5 (long edge), A6, Executive, Max Capacity – Max 250 sheets for 80gsm Standard & Multipurpose tray, Auto 2 sided printing. 1 set of toner	2 units	Attach your detail specification leaflet Including warranty and cost/rate of one maintenance call		
5-Photocopier (Heavy Duty Printer)	Colour Multifunction, Laser jet, Ethernet enabled, Finisher NOT required A4/A3 format Copy, print, scan, fax 1 set of toner	1 unit	Attach your detail specification leaflet Including warranty cost/rate of one maintenance call		

STOP AND CHECK

CHECKLIST		
Your Submission should consist of below documents only.		
1. Completed and signed Tender Form (page 10)	<i>Yes</i>	<i>No</i>
2. Schedule responses (page 11 to 16)	<i>Yes</i>	<i>No</i>
3. Copy of Company Registration Certificate	<i>Yes</i>	<i>No</i>
4. Copy of Valid Business Licence	<i>Yes</i>	<i>No</i>
5. Copy of IRD Certificate with details of TIN number (tax number) Or Tax clearance letter	<i>Yes</i>	<i>No</i>
6. Your detail specifications for each of the lots	<i>Yes</i>	<i>No</i>

