



**SOLOMON ISLANDS NATIONAL UNIVERSITY**

## **Request for Proposals**

**For**

## **Preferred Suppliers for Septic Pumping Service**

**RFP Number: MTB001/21**

**Submission due: 7<sup>th</sup> May 2021**

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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 is at the Kukum Campus.

The University has established a Procurement Department to conduct and coordinates its strategic purchasing activities to obtain best value goods and services while reducing total acquisition costs.

### Objective of the RFP

This document is intended to provide SINU with preferred supplier(s) for provision of Septic Pumping services.

The Preferred Supplier Agreement is for 12 months.

### Selection Criteria

SINU intends to appoint a legally registered Supplier who can provide a reliable service at an affordable rate.

### RFP Schedule

Date	Key step
23.04.21	RFP issued to suppliers (Email/download from SINU website)
	Submit your intention to participate
07.05.21	<b>Deadline for submission of the RFP via sealed envelope or email by this day at 4.00pm</b>
14.05.21	Evaluation
30.05.21	Contract award.

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

### Structure of the RFP

The RFP consist of 6 parts:

- Part A is an introduction and brief description;
- Part B contains certain particulars relating to the RFP, such as closing date and time for Proposals;

- Part C sets out the terms and conditions governing the RFP;
- Part D Scope of Work;
- Part E Tender Response Schedules
- Schedule 1 Tender Form
- Schedule 2 Tenderer Detail
- Schedule 3 Organisation Structure, Facilities, and Equipment
- Schedule 4 Insurance
- Schedule 5 Licencing and Accreditation
- Schedule 6 Conflict of Interest Declaration
- Schedule 7 Occupational Health & Safety
- Schedule 8 Experience and Referees
- Schedule 9 Price Schedule

### **RFP Submission**

Tenders must be delivered in sealed envelopes to the address provided in Part B-RFP Particulars or sent electronically to; [tender.board@sinu.edu.sb](mailto:tender.board@sinu.edu.sb) at or before 4pm on 21st of April 2021. Late Tenders or incomplete tenders will not be considered.

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

MTB001/2021 - Preferred Supplier for Septic Pumping Services

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-RFP PARTICULARS

Closing Date and Time:	7 <sup>th</sup> May 2021
RFP 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
Tender Board Secretary:	Wendy Afu Phone: (677) 42836 or (677) 7135420 Email: wendy.afu@sinu.edu.sb

## **PART C—RFP TERMS AND CONDITIONS**

### **1.0 Definition**

In these RFP Conditions, and in the other RFP Documents, unless the context otherwise requires:

<b>SBD or \$</b>	means Solomon dollars.
<b>Closing Date and Time</b>	means the date and time set out in the RFP Particulars.
<b>Contract Price</b>	means the amount specified for the goods or services to be provided under the contract which result from this RFP.
<b>Notice</b>	means any notice, consent or other communication given or made under this RFP by the Tenderer or SINU.
<b>Part</b>	means a Part of the RFP.
<b>Proposal</b>	means the documents required by the RFP Documents to be duly completed and executed by or on behalf of the Tenderer, and lodged with SINU in accordance with these RFP Conditions.
<b>Proposal Form</b>	means the Tender Form set out in Part E Schedule 1.
<b>Proposal Schedules</b>	means the schedules set out in Part E which the Tenderer must complete and provide with its Proposal.
<b>RFP or Request for Proposal</b>	means this request for proposal, and all the documents and information forming part of this request for proposal, including the RFP Documents and pricing templates.
<b>Tender Board Secretary</b>	means the person specified in the RFP Particulars who is the SINU's tender administrator.
<b>RFP Conditions</b>	means those conditions of RFP set out in this Part C.
<b>Tender</b>	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;
<b>Tenderer</b>	means a recipient of this RFP invited to submit a Proposal;
<b>Work, Goods, Services</b>	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 Companies who are legally registered for the provision of the service.

### **1.2 Queries regarding RFP**

All queries relating to the RFP must be forwarded in writing to the Tender Board Secretary contact provided in Part B-RFP 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 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.

Schedule 6 provides for declaration of Conflict of Interest.

### **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 this 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 RFP are confidential and may only be used for the sole purpose of preparing the Proposal 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 RFP.

### **1.8 Validity Period of RFP**

Proposal 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 the Tenderer's Proposal;
- (c) require the Tenderer in writing to revised their proposal based on any amendments to specifications or arithmetic errors;
- (d) Arrange site visits for the purpose of tenderer preparing the cost if applicable.



The Tenderer must agree to:

- (a) Provide any clarification on any aspects of the RFP;
- (b) Provide any revised proposal required; and
- (c) Participate in any organised 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 Proposal**

The Tenderer's Proposal will not be deemed to be accepted unless and until a contract for which the RFP 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-SCOPE OF WORK**

Contact the Tender Board Secretary or Email [procurement@sinu.edu.sb](mailto:procurement@sinu.edu.sb) for the scope of work.

## **PART E-TENDER RESPONSE SCHEDULES**

The Tenderer, having carefully examined and read the RFP, including the scope of work now submits the following schedules:

## SCHEDULE 1 TENDER FORM

Date:

To: The Chairman

University Tender Board Committee

Dear Chairman,

We offer to negotiate in good faith a contract for **Preferred Supplier for the Provision of Septic Pumping Services** for the University in accordance with the RFP Documents and the enclosed Schedules.

The undersigned confirms that we have read and understand the scope of work and Service 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 Service 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 \_\_\_\_\_ 2021.

\_\_\_\_\_  
*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 Letter from Inland Revenue indicating TIN number. Individuals to fill in contact details only.

Requirements	Response
Company Name:	
Company Registration Certificate	
Tax Identification Number (TIN):	
Business Licence No.:	
Company Address:	
Phone Number:	
Fax Number:	
Website (if applicable):	
RFP Contact Name:	
Contact Position:	
Contact Phone Number:	
Contact E-mail address:	
Contact address if different:	

### SCHEDULE 3 ORGANISATION STRUCTURE, FACILITIES, AND EQUIPMENTS

Provide details of the number of staff in your company, their roles and qualification. Provide details of the facilities and equipment for use for this service.

1. Organisation structure

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2. Facilities

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3. Equipment

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### SCHEDULE 4 INSUARANCE

Provide details of insurance currently held by your company that would provide cover for work under the Agreement.

<b>INSUARANCE TYPE</b>	<b>POLICY NO.</b>	<b>EXTENT OF COVER</b>	<b>EXPIRY DATE</b>	<b>NAME OF INSUARER</b>

### SCHEDULE 5 LICENSING AND ACCREDITATION

List any Licences and any accreditations relevant to this tender.

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### SCHEDULE 6 CONFLICT OF INTEREST DECLARATION

Provide details of any conflict of interest if your company is selected for this service.

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## SCHEDULE 7 OCCUPATIONAL HEALTH AND SAFETY

1. Does your company has Occupational Health and Safety Policy?  
 Yes/ No  
 Comments: .....  
 .....
2. Does your company has Work Health & Safety & Risk Management Plan?  
 Yes/ No  
 Comments: .....  
 .....
3. Does your company has safe work practices and procedures?  
 Yes/No  
 Comments: .....  
 .....
4. Has your company ever been convicted of any OHS breaches?  
 Yes/No  
 Comments: .....  
 .....

Provide copies of any policy or procedure in relation to the above.

## SCHEDULE 8 EXPERIENCE AND REFEREES

Provide information on your companies' previous contracts of similar nature. Include Referees contact.

Company/Organisation	Year	Referee Contact

## SCHEDULE 9 PRICE SCHEDULE

All prices must exclude GST. Provide a cost per item for the services.

<b>ITEMS</b>	<b>Frequency</b>	<b>TYPE OF BUILDING</b>	<b>RATE (SBD)</b>
Ad hock septic pumping	As and when required only	Staff houses	\$
		Hostels	\$
		Offices	\$
		Kitchens	\$
Scheduled Septic Pumping and cleaning of pipes	Twice a year	Hostels	\$
	Three times a year	Kitchens	\$



# STOP AND CHECK

<b>CHECKLIST</b>		
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 15)	<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	<i>Yes</i>	<i>No</i>
6. Copy of Valid Insurance Certificate	<i>Yes</i>	<i>No</i>
7. Copy of OHS policy and Safety Management Plan	<i>Yes</i>	<i>No</i>