



SOLOMON ISLANDS NATIONAL UNIVERSITY

Tender
For Providing Security Services for Solomon
Islands National University

Tender Number: UTB001/22

3rd - 17th March 2022

Contents

PART A-INTRODUCTION	2
Executive summary	2
Objective.....	2
Selection Criteria	2
Tender Schedule	2
Structure of the Tender.....	2
Tender Submission	3
PART B-TENDER PARTICULARS	4
PART C-TERMS AND CONDITIONS.....	5
1.0 Definition	5
1.1 Eligibility	6
1.2 Queries regarding Tender	6
1.3 Amendment of Tender Documents	6
1.4 Conflict of Interest.....	6
1.5 Ethics.....	6
1.6 Confidentiality	7
1.7 Closing Date and Time.....	7
1.8 Validity Period	7
1.9 Tender Currency	7
1.10 Proposed Procedure after closing date and time.....	7
1.11 Acceptance of Proposal.....	8
1.12 Cost of Bidding.....	8
PART D-CONTRACT	9
PART E-TENDER RESPONSE SCHEDULES	9
SCHEDULE 1 TENDER FORM	10
SCHEDULE 2 TENDERERS DETAILS.....	11
SCHEDULE 3 ORGANISATION STRUCTURE.....	12
SCHEDULE 4 TOOLS AND EQUIPMENTS.....	12
SCHEDULE 5 EXPERIENCE AND REFEREES.....	13
SCHEDULE 6 FINANCIAL CAPABILITY	13
SCHEDULE 7 CONFLICT OF INTEREST DECLARATION	14
SCHEDULE 8 PRICE SCHEDULE.....	14

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.

Objective

This document is intended to engage a supplier to provide security services for the three campuses in Honiara for 12 months.

Selection Criteria

SINU intends to appoint a legally registered and reputable security service provider who has the capability and experience to provide security services.

Tender Schedule

Date	Key step
03.03.22	Tender documents issued to suppliers (Email/download from SINU website)
	Submit your intention to participate to Tender Secretary
17.03.22	Deadline for submission of tender via sealed envelope or email by this day at 4.30pm
21.03.22	Evaluation
30.03.22	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
- Schedule 1 Tender Form
- Schedule 2 Tenderer Detail
- Schedule 3 Organisation Structure
- Schedule 4 Tools and Equipment
- Schedule 5 Experience and Referees

- Schedule 6 Financial Capability
- Schedule 7 Conflict of Interest Declaration
- Schedule 8 Price Schedule

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 4.30pm on 17th March 2022. 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:

UTB001/22 – Security Service

**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:	17th March 2022
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
Tender Board Secretary:	Wendy Afu Phone: (677) 42600 or (677) 7135420 Email: wendy.afu@sinu.edu.sb

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 Companies who are legally registered, has the capability and has experience (3 years and more) in providing security services.

1.2 Queries regarding Tender

All queries relating to the tender must be forwarded in writing (email) to the Tender Board Secretary 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 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 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 presentation of your proposal if required only.

The Tenderer must agree to:

- (a) Provide any clarification on any aspects of the Tender;
- (b) Provide any revised proposal required; and
- (c) Available to present your proposal 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 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 contract on email: wendy.afu@sinu.edu.sb

PART E-TENDER RESPONSE SCHEDULES

The Tenderer, having carefully examined and read the Tender, including the Contract now submits the following schedules 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 ***Provision of Security Services*** for the University 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 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 _____ 2022.

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. Alternatively, the company may submit their company profile with the required documents.

Requirements	Response
Company Name:	
Company Registration Certificate	
Tax Identification Number (TIN):	
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:	

SCHEDULE 3 ORGANISATION STRUCTURE

Provide brief details about your company. The number of staff in your company, their roles and qualification. Alternatively, the company may submit these details in their company profile.

SCHEDULE 4 TOOLS AND EQUIPMENTS

Provide information of the tools and equipment that your company have to effectively provide security service for SINU. Alternatively, the company may submit these details in their company profile.

SCHEDULE 5 EXPERIENCE AND REFEREES

(A) Provide information of at least three of your companies’ previous contracts of similar nature. Include Referees contact. Alternatively, the company may submit these details in their company profile.

No.	Company/Organization, Contact	Period of Contract	Type of Security Services	Value of Contract
1				
2				
3				

(B) Provide any details of service rendered by your company during unrest, riot, or any general calamity if any.

SCHEDULE 6 FINANCIAL CAPABILITY

SINU wish to engage a security firm with a good financial standing. Please provide a summary of your company’s financial accounts in the past 3 years.

SCHEDULE 7 CONFLICT OF INTEREST DECLARATION

Is there any conflict of interest to declare if your company is selected for this service? If yes, provide details.

SCHEDULE 8 PRICE SCHEDULE

Provide the service charge per hour for providing service for SINU in the table below. Rate provided to be inclusive of 20% tax withholding tax for professional services.

QTY	UNIT	DESCRIPTION	PRICE (SBD) per hour
1	EA	Guard - during normal days	
1	EA	Guard - during public holidays if different only	

Note: 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.

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 14)	<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)	<i>Yes</i>	<i>No</i>

