



SOLOMON ISLANDS NATIONAL UNIVERSITY

Tender
For Preferred Suppliers of Cleaning Consumables
and Equipment

Tender Number: UTB003/22

Due Date: 12th May 2022

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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 identify preferred suppliers for the University to provide cleaning and hygiene consumables and equipment whenever required.

Selection Criteria

SINU intends to appoint legally registered supplier(s) who will provide the goods for the university on credit term and whose price will be fixed for the duration 12 months.

Tender Schedule

Date	Key step
22.04.22	Tender documents issued to suppliers (Email/download from SINU website)
	Submit your intention to participate to Tender Secretary
05.05.22	Deadline for submission of tender via sealed envelope or email by this day at 4.30pm
12.05.22	Evaluation
01.06.22	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 Preferred Supplier Agreement; and
- 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 4.30pm on 5th May 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:

UTB003/22 – Preferred Supplier for Cleaning Consumables & 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:	05 May 2022, 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
Tender Board Secretary:	Wendy Afu Phone: (677) 42600 or (677) 7135420 Email: wendy.afu@sinu.edu.sb or procurement@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 in selling cleaning consumables and equipment.

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. 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 if required only.

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 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.

A non-refundable \$100.00 Tender fee must be paid into the SINU BSP bank account (9088870419) and deposit slip butt shown to SINU cashier at SINU Finance office to collect a receipt before you submit your tender form.

PART D-CONTRACT

Contact the Tender Board Secretary for copy of the Preferred Supplier Agreement on email:
procurement@sinu.edu.sb

By contacting the Secretary, your name and contact will also be registered for the tender process.

PART E-TENDER RESPONSE SCHEDULES

The Tenderer, having carefully examined and read the Tender, including the Preferred Supplier Agreement 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 ***Preferred Supplier of Cleaning Consumables and Equipment*** 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 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 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
Tender Receipt Number:	
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 COMPANY PROFILE

Provide brief details about your company. The number of staff in your company, their roles and qualification, especially those to directly involved in this contract. Alternatively, the company may submit their brief company profile.

[illegible]

SCHEDULE 4 EXPERIENCE AND REFEREES

Provide information of at any 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				

SCHEDULE 5 FINANCIAL CAPABILITY

SINU would like to ensure that it engages with a supplier with good financial standing. Provide a summary of your financial accounts for past 3 years. If new provide bank statement.

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SCHEDULE 6 STOCK HOLDING LEVEL INFORMATION

Provide the size of stock holding ability for each Lot.

LOT NUMBER	STOCK HOLDING VALUE (SBD)
LOT 1-CLEANING & HYGINE CONSUMABLES	
LOT 2-EQUIPMENT	

SCHEDULE 7 CREDIT FACILITY

Preferred Supplier to provide credit facility for the SINU. Please tick offer of credit facility your company wish to provide under this Preferred Supplier Agreement.

	Monthly Credit Limit	Tick preferred offer
Offer 1	Unlimited	
Offer 2	200K	
Offer 3	100K	
Offer 4 (others)		Please specify

SCHEDULE 8 PAYMENT TERMS

SINU wish to engage a company that will supply the goods on provision of a signed SINU Purchase Order. Tick the Payment Terms for this Preferred Supplier contract.

- ☐ 30 Days
- ☐ 60 days
- ☐ Others Specify:

Any additional remarks:

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SCHEDULE 9 DELIVERY

State delivery of goods terms:

- ☐ Unlimited Free delivery
- ☐ Free for over \$_____ value of Goods Ordered only
- ☐ No deliveries. SINU to pick up.

Any additional remarks:

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SCHEDULE 10 PRICE SCHEDULE




[I presume this will consist of the pricing attachment and Excel Pricing Template.]






Instruction:

- a. Tenderer may bid for one or both Lot
- b. Tenderer may bid for part or all items for a Lot
- c. For ease of evaluation we request that you provide a copy of the excel Price Template. Send to the e-mail address provided in Part B-Particulars.
- d. In the event that the soft copy and hard copy do not match, the hard copy will be deemed to be correct.
- e. 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.
- f. Pricing offered must remain fixed for one year.
- g. Bidder may provide alternative items with prices as attachments. We will also consider and include.





LOT 1- CLEANING & HYGINE CONSUMABLES






Estimated quantity is for information only and does not represent actual usage. SINU may purchase more or less.

Item No.	Name/Description	Sample Product Image	Specification (if applicable)	Quantity (Estimated Annual Requirement)	UOM	Offered Brand	Pre-tax Price (without GST)	Post Tax Price (With GST)
1	New bowl cleaner		5 litre for all purposes for Toilet stains.	15	CTN			
2	New bowl cleaner		20 litre for all purposes for toilet stains.	20	PCS			
3	Pine O clean		1 Litre, antibacterial Disinfectant for all, surfaces, floors, toilet sink surfaces.	20	PCS			






4	Fabuloso		5 litre for all purposes for floor cleaning and stairs.	20	CTN			
5	Dish Washing liquid		500ml	10	CTN			
6	Dish Washing paste		350g	10	CTN			
7	Toilet Cleaners		1 litre	50	CTN			
8	Bella Berry Disinfectant		20 litre for Decontamination Process.	10	Can			






9	Bella Berry Disinfectant		5 litre for Decontamination Process.	50	CTN			
10	Hand soap Liquid		For convenient rooms.	10	CTN			
11	Carpet Cleaner / shampoo		Removes dirt from carpets. Carpet shampoo creates foam with this foam all dirt comes to surface.	10	CTN			
12	Wash and shine		Cleaning of vehicles. 5 litres	5	PCS			
13	Glass cleaner		liquid for office louvers/glass windows	10	CTN			


14	Harpic Toilet Liquid		Bowl and tank washer.	10	CTN			
15	Harpic Flushmatic		50g Maintain hygiene of toilet with every flush.	10	CTN			
16	urinal blocks		25g scented blocks deodorises and freshens urinals.	10	CTN			
17	Bleach washing Liquid		1 litre for laundry use.	10	CTN			
18	Mortein Spray		1 L	10	CTN			

19	Air Fresheners		Room fresheners for office rooms and conference rooms.	10	CTN			
20	Washing Detergent		for washing of office Curtains, rugs	10	CTN			
21	Sponge		Sponge for dishwashing	20	Packs			
22	Sponge cloth		For wiping surfaces	20	Packs			
23	wipe rolls		100 wipe per roll Heavy duty strength and re-usable, highly adsorbent and quick drying.	10	CTN			



24	Rugs		Use for cleaning of grease, wipe of students mechanical works	2	Bale			
25	Tea towels		Cotton	50	PCS			
26	Micro-fibre cloth		For wiping table tops, benches, and equipment after use	10	Packs			
27	Jumbo tissues		1 Roll	20	CTN			
28	Toilet Paper		10 Sleeve Per Bale, 2 ply, good absorbent	200	Bale			



29	Paper towels		2 ply	10	CTN			
30	Serviettes		For catering, events, restaurant use, 2ply 100pc	50	Packs			
31	Tissue Box		For use in offices and vehicles	50	CTN			
32	Garbage bag		240L	50	CTN			
33	Garbage bag		80L	50	CTN			

34	Garbage bag		10L	50	CTN			
35	Apron		Disposable apron, Unisex	50	BOX			
36	Hand gloves		Latex disposable Gloves, Box of 100pc	20	CTN			
37	Face MUSKS		Disposable musk, WHO recommended content	100	CTN			
38	hand Sanitizers		500ml GEL, WHO recommended content	100	CTN			





39	Face Shield		Plastic face shield	50	PCS			
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LOT 2- EQUIPMENT






Item No.	Name	Sample Product Image	Specification (if applicable)	Quantity (Estimated Annual Requirement)	UOM	Brand Offered	Pre-tax Price (Without GST)	Post Tax Price (With GST)
1	wheeler Bins		240L Bin	50	PCS			
2	wheeler Bins		80L Medium	50	PCS			

3	Rubbish bins		60L bins with swing or pedal lid	50	PCS			
4	office Bins		10 L	50	PCS			
5	Chinese Broom		Broom with long Handle	50	PCS			
6	Dust pan/long handles		Dustpan with long handle	20	PCS			
7	Dustpan short Handle		Brush with Dustpan	50	PCS			

8	Plastic Rakes		Rake with Handle	30	PCS			
9	Mop stick		Mop sticks only	50	PCS			
10	Mop Heads		Mop head only	50	PCS			
11	Mop Buckets		10L with handle.	50	PCS			
12	cleaning Buckets		bucket with Holder (small)	50	PCS			

13	Toilet Brush		Toilet brush with Holder	50	PCS			
14	Window Duster		Duster with handle.	30	PCS			
15	Bush knives		18 inch with wooden handle	10	PCS			
16	Bush knives		22 inch with wooden handle	10	PCS			
17	Squeegees with long handle.		For cleaning glass doors & windows of buildings, car and smooth surfaces	20	PCS			

18	Kitchen scrub brush		Brush for deep cleaning of sinks and walls	20	PCS			
19	Floor brush		Floor cleaning brush	20	PCS			
20	Cleaning Trolley		Trolley for use by cleaners	5	PCS			
21	Signage		Cleaning in progress signage	10	PCS			
22	Signage		Wet floor signage	10	PCS			

23	Signage		No enter signage	10	PCS			
24	Floor dryer		Floor dryer for use after mopping of floors	2	PCS			
25	Vacuum Cleaner		Dry and Wet, Industrial	5	PCS			
26	water blaster		For deep cleaning of cement, bricks, tile walling and buildings	5	PCS			
27	Hose		Hose with fitting, Size 12 or 10	8	PCS			

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 10 to 15)	<i>Yes</i>	<i>No</i>
3. Copy of Tender Form Receipt	<i>Yes</i>	<i>No</i>
4. Copy of Company Registration Certificate	<i>Yes</i>	<i>No</i>
5. Copy of Valid Business Licence	<i>Yes</i>	<i>No</i>
6. Copy of IRD Certificate with details of TIN number (tax number)	<i>Yes</i>	<i>No</i>
7. Send excel price template to email	<i>Yes</i>	<i>No</i>