



**SOLOMON ISLANDS NATIONAL UNIVERSITY**

**Tender**  
**For Preferred Suppliers to Supply Goods for**  
**Student Ration & Green Haus Cafeteria**

**Tender Number: UTB004/22**

**Due Date: 12<sup>th</sup> May 2022**

## Contents

<b>PART A-INTRODUCTION .....</b>	<b>2</b>
Executive summary .....	2
Objective.....	2
Selection Criteria .....	2
Tender Schedule .....	2
Structure of the Tender .....	2
Tender Submission .....	3
<b>PART B-TENDER PARTICULARS .....</b>	<b>4</b>
<b>PART C-TERMS AND CONDITIONS.....</b>	<b>5</b>
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
<b>PART D-CONTRACT .....</b>	<b>9</b>
<b>PART E-TENDER RESPONSE SCHEDULES .....</b>	<b>9</b>
<b>SCHEDULE 1 TENDER FORM .....</b>	<b>10</b>
SCHEDULE 2 TENDERERS DETAILS .....	11
SCHEDULE 3 COMPANY PROFILE.....	12
SCHEDULE 4 EXPERIENCE AND REFEREES.....	12
SCHEDULE 5 FINANCIAL CAPABILITY .....	13
SCHEDULE 6 STOCK AVAILABILITY .....	13
SCHEDULE 8 STORAGE & TRANSPORT .....	14
SCHEDULE 8 PAYMENT TERMS.....	15
SCHEDULE 10 PRICE SCHEDULE.....	15

## 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 supply food ration and goods to SINU kitchen and Green House Cafe every week or whenever required.

### Selection Criteria

SINU intends to appoint legally registered supplier(s) who will provide the items for the university on a 30-60 days credit term and whose price will be fixed for 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	<b>Deadline for submission of tender via sealed envelope or email by this day at 4.30pm</b>
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 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 4.30pm 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:

**UTB004/22 – Preferred Supplier to Supply Goods for SINU Kitchen & Green House Cafeteria**

**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: <a href="mailto:wendy.afu@sinu.edu.sb">wendy.afu@sinu.edu.sb</a> or <a href="mailto:procurement@sinu.edu.sb">procurement@sinu.edu.sb</a>

## 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:

<b>\$</b>	means Solomon dollars or other acceptable currency
<b>Closing Date and Time</b>	means the date and time set out in the Tender Particulars.
<b>Price</b>	means the amount specified for the goods or services to be provided under the contract which result from this Tender.
<b>Notice</b>	means any notice, consent or other communication given or made under this Tender by the Tenderer or SINU.
<b>Part</b>	means a Part of the Tender.
<b>Proposal</b>	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.
<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>Tender Documents</b>	means this document and all the documents and information forming part of tender, including advertisement and pricing templates.
<b>Tender Board Secretary</b>	means the person specified in the Tender Particulars who is the tender administrator.
<b>Tender Conditions</b>	means those conditions of Tender 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 document invited to submit a Tender
<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, 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 provided in PART B-Tender Particulars, page 4.

## **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 to Supply Goods for Student Ration and Green Haus Cafeteria*** 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.

### SCHEDULE 6 STOCK AVAILABILITY

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

## SCHEDULE 8 STORAGE & TRANSPORT

(a) List storage equipment

(b) Provide detail of transport for use

## SCHEDULE 7 CREDIT FACILITY OFFER

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 only companies 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 10 PRICE SCHEDULE

*[I presume this will consist of the pricing attachment you provided and Excel format.]*

Instruction:

- Tenderer may bid for one or both Lot
- Tenderer may bid for part or all items for a Lot
- 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.
- In the event that the soft copy and hard copy do not match, the hard copy will be deemed to be correct.
- 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.
- Pricing offered must remain fixed for one year (12 months).



## **FOOD RATION LIST & PRICE**

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

Lot No.	Full Description of Goods	Specification	UOM	Estimated Supply Quantity		Brand if applicable	Price without GST	Price with GST
				Weekly	Monthly		Per Unit	Per Unit
<b>LOT 1</b>	<b>FRESH &amp; FROZEN</b>							
<b>Lot 1 a</b>	<b>Beef</b>							
	Beef Mince	1X5kg Pack	Kg	220	880			
	Beef Soup Meat	1X5kg Pack	Kg	250	1,000			
<b>Lot 1 b</b>	<b>Chicken</b>							
	Chicken Drums Stick	6x2kg	Ctn	2	8			
	Chicken Wings	8x2Kg	Ctn	30	120			
	Chicken Wings	6x2Kg	Ctn	40	160			
	Whole Chicken - Imported	8x1.6kg	Ctn	10	40			
	Whole Chicken - Local	>1.5Kg	Bird	150	600			
<b>Lot 1 c</b>	<b>Duck</b>							
	Whole Duck - Local	>1.5Kg	Bird	50	200			
<b>Lot 1 d</b>	<b>Sausages</b>							
	Chicken Sausage	40Pkts x 8 Pcs	Ctn	10	40			
	Beef Sausage	15 Kg	Ctn	5	20			

Lot 1 e	<b>Fish</b>							
	Fish Steak - Yellow fin	> 3Kg Pack	Kg	300	1,200			
	Fish Steak - Albako fish		Kg	300	1,200			
	Fish Steak - Rainbow		Kg	300	1,200			
	Fish Steak - King Fish		Kg	300	1,200			
	Fish Steak - Reef Fish		Kg	300	1,200			
	Fish Fillet - Yellow fin		Kg	150	600			
	Fish Fillet - Albako fish		Kg	150	600			
	Fish Fillet - Rainbow		Kg	150	600			
	Fish Fillet - Reef Fish		Kg	150	600			
	Whole Fish - Yellow fin		Kg	100	400			
	Whole Fish - Albako fish		Kg	100	400			
	Whole Fish - Rainbow		Kg	100	400			
	Whole Fish - Reef Fish		Kg	100	400			
Lot 1 f	<b>Pork</b>							
	Pork Chop	Kg	Kg	100	400			
	Whole Pork	Kg	Kg	400	1,600			
Lot 1 g	<b>Others items</b>							
	French Fries		Pkt	5	20			
	Prawn		Pkt	2	8			
	Spring Rolls		Pkt	3	12			
	Meat Pie		Ctn	2	8			
	Fresh Egg		Pkt	100	400			

LOT 2	FRUITS & VEGETABLES							
Lot 2 a	Root Crops							
	Potato	Bag x 25kg	Kg	400	1,600			
	Cassava	Bag x 25kg	Kg	400	1,600			
	Pana	Bag x 25kg	Kg	150	600			
	Yam	Bag x 25kg	Kg	150	600			
	Taro	Bag x 25kg	Kg	150	600			
Lot 2 b	Local Fruits							
	Water Melon	Kg	Kg	350	1,400			
	Cucumber	Tray	Kg	150	600			
	Pineapple	Tray	Kg	200	800			
	Pawpaw	Tray	Kg	250	1,000			
	Ripe Banana	Tray	Kg	300	1,200			
	Unripe Banana (Cook)	Bag	Kg	100	400			
	Lime (Lemon Fruit	Bag	Kg	10	40			
Lot 2 c	Local Vegetables							
	Slippery Cabbage	Bale	Pcl	600	2,400			
	Pakchoi	Bale	Pcl	200	800			
	Saladia	Bale	Pcl	200	800			
	Choy Sum	Bale	Pcl	200	800			
	Long Bean	Bale	Pcl	200	800			
	Chinkoa Bean	Pcs	Pcs	150	600			
	Pumkin Fruits	Kg	Kg	250	1,000			
	Ball Cabbage	Kg	Kg	10	40			
	Fresh Tomatos	Pkt	Pkt	100	400			

	Green Pepper	Pkt	Pkt	150	600			
	Fresh Ginger	Bag	Kg	15	60			
	Lettuce	Bale	Btm	100	400			
	Shallot	Bale	Pcl	50	200			
	Kangkung	Bale	Pcl	25	100			
	Fern	Bale	Pcl	25	100			
	Water Cress	Bale	Pcl	25	100			
	Egg Plant	Bag	Kg	25	100			
	Corn	Tray	Kg	250	1,000			
Lot 2 d	<b>Imported Fruits &amp; Vegetables</b>							
	Apple	Ctn	Ctn	6	24			
	Pear	Ctn	Ctn	6	24			
	Oranges	Ctn	Ctn	6	24			
	Carrot	Bag	Bag	2	8			
	Onion - Brown	Bag	Bag	4	16			
	Onion - Red	Bag	Bag	2	8			
	Ball Cabbage	Ctn	Ctn	2	8			
	Cauliflower	Ctn	Ctn	4	16			
	Potato	Bag	Bag	6	24			
<b>LOT 3</b>	<b>DRY GOODS</b>							
Lot 3 a	<b>Biscuits</b>							
	Navy Biscuit	72x50g	Ctn	60	240			
	Coconut Biscuit	60x50g	Ctn	1	4			
	Butter Biscuit	60x50g	Ctn	2	8			

	UBM Cracker	20Packs	Ctn	2	8			
	Sweet Cracker Biscuit	20x215g	Ctn	2	8			
	Breakfast Cracker	20x215g	Ctn	1	4			
Lot 3 b	<b>Noodles</b>							
	Pop Mie	24x50g	Ctn	6	24			
	Mamee Noodle (Beef)	30pkts	Ctn	2	8			
Lot 3 c	<b>Corned Beef</b>							
	Ox Palm	24x340g	Ctn	12	48			
	Ox Palm	24x180g	Ctn	4	16			
	Imperial	24x340g	Ctn	6	24			
Lot 3 d	<b>Tinned Fish</b>							
	White Flakes	24x400g	Ctn	15	60			
	White Flakes	48x180g	Ctn	5	20			
	Sandwich Tuna	48x170g	Ctn	3	12			
	Chilli Tuna	48x180g	Ctn	1	4			
Lot 3 e	<b>Rice</b>							
	Island sun rice	1x9.07kg	Bag	160	640			
	Solrice	1x9.07kg	Bag	160	640			
<b>LOT 4</b>	<b>BEVERAGES/DRINKS &amp; DAIRY PRODUCTS</b>							
Lot 4 a	<b>Breakfast beverage ingredients</b>							
	Milo	12x500g	Ctn	3	12			

	Milo	24x400g	Ctn	3	12			
	Instant Whole Milk Powder	1x25kg	Bag	2	8			
	Anchor Milk	24x400g	Ctn	4	16			
	Country Soft Butter	24x500g	Ctn	3	12			
	White Sugar	20x500g	Bales	4	16			
	Brown Sugar	20x500g	Bales	3	12			
	Tea Bag	24x227g	Ctn	1	4			
	Lipton Tea	26x100x2G	Ctn	1	4			
	Nescafe Coffee	24x100g	Ctn	1	4			
	Jam	12x450g	Ctn	4	16			
	Peanut Butter	12x450g	Ctn	6	24			
	Creamy Butter	288x10g	Ctn	4	16			
	Regular Milk	12x1ltr	Ctn	1	4			
	SS Mayonnaise Regular	12x30oz	Ctn	1	4			
	Cordial	12x1Ltr	Ctn	4	16			
Lot 4 b	<b>Drinks</b>							
	Szeba Cola	24x300mls	Ctn	2	8			
	Szeba Lagoon Pine	24x300mls	Ctn	1	4			
	Szeba Lime	24x300mls	Ctn	2	8			
	Szeba Orange	24x300mls	Ctn	4	16			
	Szeba Water	24x600mls	Ctn	10	40			
	Szeba Water	15x1.5Ltrs	Ctn	5	20			
	Fanta Cream	24x330 Mls	Ctn	2	8			
	Fanta Orange	24x330ml	Ctn	4	16			
	Sprite	24x330ml	Ctn	2	8			
	Cocoa Cola	24x330 Mls	Ctn	2	8			

	Cheers strawberry	24x330ml	Ctn	6	24			
	Cheers Orange	24x330 Mls	Ctn	2	8			
	Vfresh Water	24x500mls	Ctn	10	40			
	Vfresh Water	12x1.5Ltr	Ctn	6	24			
	Blue Water	24x500mls	Ctn	10	40			
	Blue Water	12x1.5Ltr	Ctn	6	24			
<b>LOT 5</b>	<b>BAKED PRODUCTS</b>							
	White Slice Bread	50g	Loaves	150	600			
	Whole Meal	50g	Loaves	60	240			
	Burger		Pkt	15	60			
	Hotdog		Pkt	15	60			
	Bun		Pkt	15	60			
<b>LOT 6</b>	<b>OIL/SAUCES/CONDIMENTS</b>							
	Coconut Milk	24x400mls	Ctn	4	16			
	Cooking Oil	1x20Ltr	Cont	6	24			
	Beef Booster	1x8Kg	Bkt	2	8			
	Chicken Booster	1x8Kg	Bkt	4	16			
	Mushroom Sauce	24x610mls	Ctn	2	8			
	Soy Sauce	24x610mls	Ctn	2	8			
	Corn Flour	1x25Kg	Bag	2	8			
	Salt	1x201Kg	Ctn	2	8			
	Chilli Sauce	12x700g	Ctn	8	32			
	Oyster Sauce	12x710g	Ctn	6	24			
	Tomato Sauce	12x600mls	Ctn	8	32			

	BBQ Sauce	12x50g	Ctn	6	24			
	French Onion	20kg	Ctn	2	8			
	Curry Powder	24x90g	Ctn	2	8			
	Fish Sauce	12x275mls	Ctn	1	4			
	Plain Flour	1x25Kg	Bag	6	24			
	Mix G/ White Pepper	6x100g	Ctn	2	8			
	Mixed Vegies	6X2kG	Ctn	2	8			
	Pepper Black Ground	6x100g	Ctn	4	16			
	Tumeric Ground	1x15kg	Bag	1	4			
	Onion Flakes	2x12.5kg	Ctn	1	4			
	SS Diced Tomatoes	12x400g	Ctn	2	8			
	Mix Herbs	72x12G	Ctn	2	8			
	Garlic Powder	10kg	Ctn	2	8			
	Tomato Paste	12x400g	Ctn	1	4			
	Penne Colavita	24x500g	Ctn	1	4			
	Masala Powder	75g	Pkt	1	4			
	Green Curry Paste	24x400g	Ctn	1	4			
<b>LOT 7</b>	<b>CLEANING &amp; OTHER ITEMS</b>							
	Mortain	12x350g	Ctn	1	4			
	Brown paper bag	4x150mx44cm	Ctn	1	4			
	Garbage Bag	240ltr	Ctn	2	8			
	Washing Liquid	28x500mls	Ctn	3	12			
	Glad Wrap	6x500mtr	Ctn	2	8			
	Aluminium Foil	4x150mx44cm	Ctn	2	8			
	Disposal Plastic cups		Ctn	2	8			
	Plastic lunch box		Ctn	2	8			



	Black T/Away Box	1x300Pcs	Ctn	1	4			
	White Round Paper Plates	1000 Pcs	Ctn	2	8			
	White Take away box	500s	Ctn	2	8			
	Premier Serviettes	60x130g	Ctn	2	8			
	Plastic Fork	40x50s	Ctn	3	12			
	Plastic Spoon	40x50s	Ctn	3	12			
	Tissue	200 Sheets	Ctn	1	4			
	Paper Towel	20x2 Rolls	Ctn	1	4			
	Harpic Liquid	12x500mls	Ctn	6	24			
	Ajax Powder	24x300g	Ctn	6	24			
	Toilet Paper	10x100s	Ctn	10	40			

# 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 Payment 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>

