



SOLOMON ISLANDS NATIONAL UNIVERSITY

Invitation to Tender (ITT)

For selection of

**Preferred Suppliers for supply and delivery of
Office Supplies**

**Lot 1- Stationeries
Lot 2 – Toners and Cartridges**

Tender Reference Number: SINU-T05/23

Issue Date: 15th May 2023
Closing Date: 26th May 2023

Cost of the tender form is SBD\$100.00

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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 and Tourism Studies, Faculty of Science & Technology, Faculty of Nursing, Medicine and Health Sciences, Faculty of Agriculture, Fisheries and Forestry and Faculty of Education and 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 Tender

This document is intended to provide SINU with preferred supplier(s) for supply and delivery of the following Office supplies:

Lot 1- Stationeries

Lot 2-Toners & Cartridges

The Preferred Supplier Agreement is for 12 months from 1st July 2022 to 31st June 2024. The Goods to supply will depend on the outcome of this Tender.

Scope of opportunity

SINU estimates the aggregate spend by the University for Office Supplies at 3million annually in total. This estimated aggregate spend is based upon historical spend reports of the University. It is only an estimate of possible future volume. No contract resulting from this Tender will guarantee a specific volume of supplies to a Preferred Supplier.

Selection Criteria

SINU intends to appoint legally registered Supplier(s) who can provide goods for its requirement at a lower price but of excellent quality and that which will have at all times the minimum level of stock to meet the University's monthly requirements.

Tender Schedule

| Date | Key step |
|----------|---|
| 15.05.23 | Tender document issued suppliers (Email/download from SINU website) |
| 26.05.23 | Deadline for submission of the Tender via sealed envelope or email by this day at 2.00pm |
| 02.06.23 | Evaluation |
| 15.06.23 | Award. |

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

Structure of the Tender

The Tender consist of 6 parts:

- Part A is an introduction and brief description;
- Part B contains certain particulars relating to the Tender, such as closing date and time for Proposals;
- Part C sets out the terms and conditions governing the Tender;
- Part D contains a number of Proposal Schedules concerning various aspects of the scope of works which each Tenderer is required to complete;
- Part E is the proposal form which the Tenderers are expected to use; &
- Part F is the specification and pricing tables.
- Appendix 1 is the Sample of Preferred Supplier Agreement

Registration of interest to Participate

Send an email to *wendy.afu@sinu.edu.sb* to register your interest to participate. This will assist to disseminate addendum if any. This is not compulsory.

Payment for Tender

A non-refundable \$100.00 Tender fee must be paid into the SINU BSP bank account (9088870419) and deposit slip butt or deposit transfer note shown to Finance Cashier or sent to the email address *wendy.afu@sinu.edu.sb* to collect a receipt.

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 2pm on 26th May 2023. 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:

SINU-T05/23 - Preferred Supplier for Office Supplies

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: | 26 th May 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) 42790 or (677) 7135420 Email: wendy.afu@sinu.edu.sb |

PART C—TERMS AND CONDITIONS

1.0 Definition

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

| | |
|------------------------------------|--|
| SBD or \$ | means Solomon dollars. |
| Closing Date and Time | means the date and time set out in the RFP Particulars. |
| Contract Price | means the amount specified for the goods or services to be provided under the contract which result from this RFP. |
| Notice | means any notice, consent or other communication given or made under this ITT by the Tenderer or SINU. |
| Part | means a Part of the RFP. |
| 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. |
| Tender Form | means the Form set out in Part E. |
| Proposal Schedules | means the schedules set out in Part D which the Tenderer must complete and provide with its Submission. |
| ITT or Invitation to Tender | means this Invitation for Tender and all the documents and information forming part of this invitation to tender, including the Schedules and pricing templates. |
| Tender Board Secretary | means the person specified in the RFP Particulars. She is the administrator of the tender process. |
| 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 ITT; |
| Buyer | means SINU; |
| 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 meet the following minimum criteria:

- i. Legally registered Company with a proper business address/office.
- ii. Good financial standing.
- iv. Compliance to Solomon Islands Law and not blacklisted by SINU, SIG, or any government agency.

1.2 Queries regarding ITT

All queries relating to the Tender must be forwarded in writing 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, the Buyer 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.

1.5 Ethics

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

In pursuance of this policy, the Buyer 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.

The Buyer 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 Purchaser 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 Purchaser 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, the Purchaser or any of its staff, or transfers gifts, payments or other benefits to the Purchaser, 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 ITT 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 ITT.

1.8 Validity Period of Tender

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

1.9 Tender Currency

All 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;

The Tenderer must agree to:

- (a) Provide any clarification on any aspects of the tender; and
- (b) Provide any revised proposal 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-PROPOSAL SCHEDULE

The Tenderer, having carefully examined and read the ITT, including the sample Form of Agreement and its Appendices (if any), now submits the following Proposal:

1.0 Tenderer Details and Required Documents

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

| Requirements | Response |
|---|----------|
| Company Name: | |
| Company Registration Certificate | |
| Tax Identification Number (TIN): | |
| Business Licence No.: | |
| Company Address: | |
| Phone Number: | |
| Fax Number: | |
| Website: | |
| Contact Name: | |
| Contact Position: | |
| Contact Phone Number: | |
| Contact E-mail address: | |
| ¹ Company Bank Details: 1. Bank Name 2. Account Number | |

2.0 Key Management Personal

Provide the key staff in your company that will manage the contract.

| Name | Position / Role | Contact Details |
|------|-----------------|-----------------|
| | | |
| | | |

¹ Optional. Required for vendor setup for successful tenderers.

3.0 Company Profile

Provide a brief overview of your business. Alternatively you may submit your company profile with your schedule submission.

4.0 Experience

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

| Company/Organisation | Year | Goods Supplied | Est. Supplies Value (SBD) | Referee Contact |
|----------------------|------|----------------|---------------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

5.0 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 2 years.

| |
|--|
| |
|--|

6.0 Stock Availability

Provide the size of stock holding ability of your business for each Lot.

| LOT NUMBER | STOCK HOLDING VALUE (SBD) |
|----------------------------|----------------------------------|
| LOT 1-STATIONARIES | |
| LOT 2- TONERS & CARTRIDGES | |

7.0 Credit Facility Offer

Preferred Supplier must provide a reasonable credit facility for the Purchaser. 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 |

8.0 Price of Goods

Fill in the best price your company intends to offer under this Contract by filling in Part F.

Part E-THE 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 Office Supplies for the Lots and Goods provided in the Pricing Schedule attached in accordance with the ITT Documents and the enclosed Proposal Schedules.

The undersigned confirms that we have read and understand Preferred Supplier Agreement provided in Appendix 1 and agrees to be bound by the terms and conditions within if accepted.

We acknowledge and agree that the Proposal will not be deemed to have been accepted unless and until the Preferred Supplier 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 _____ 2023.

Signature

Name

Duly authorized to sign Tender for and on behalf of _____

Company Name and Seal

STOP AND CHECK

| CHECKLIST | | |
|--|------------|-----------|
| Check that you have included all the documents in your tender here: | | |
| <i>Send copies only, not originals.</i> | | |
| 1. Tender Form (page 14) | <i>Yes</i> | <i>No</i> |
| 2. Price Schedule (also copy in flash drive or sent via email) | <i>Yes</i> | <i>No</i> |
| 3. Proposal Schedule responses | <i>Yes</i> | <i>No</i> |
| 4. Company Profile | <i>Yes</i> | <i>No</i> |
| 5. Company Registration Certificate | <i>Yes</i> | <i>No</i> |
| 6. Letter from Inland Revenue | <i>Yes</i> | <i>No</i> |
| 7. Valid Business Licence | <i>Yes</i> | <i>No</i> |

Your tender should only contain the pages and documents above.

PART F-SPECIFICATION & PRICE SCHEDULE

[SINU presume this will consist of the attachments you provided to me in Excel format.]

Instruction:

- a. Tenderer may bid for all or part of the Lot
- b. Tenderer may bid for part or all items for a Lot
- c. For ease of evaluation we also request that you provide a copy of the excel Price Template in a flash drive or send to the e-mail address provided in Part B-Tender 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 a period of the duration of contract.
- g. Wherever applicable please mention the Brand name for which the price has been quoted.
- h. Wherever applicable please mention appropriate Unit for which the price is quoted.
- i. Any change to the stated description or unit presented to be typed in **red font** to assist us identify amendments to pricing template.

LOT 1- STATIONARIES

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

| | Item Description | Unit | Offered Brand If applicable | Pre Tax Unit Price(SBD) | Post Tax Unit Price(SBD) | Estimated Annual Usage |
|--|--|-------------|--|--------------------------------|-------------------------------------|-----------------------------------|
| Paper products | | | | | | |
| 1 | Copier paper A4 80gsm white– box of 5 reams | CTN | | | | 2000 |
| 2 | Copier paper A3 80gsm white– box of 5 reams | CTN | | | | 300 |
| 3 | Copier paper A4 80gsm colored– box of 5 reams | CTN | | | | 100 |
| 4 | Copier paper A4 100gms white – box of 5 ream | CTN | | | | 100 |
| 5 | Copier paper A4 120gsm glossy white – box of 5 reams | CTN | | | | 50 |
| 6 | A4 Grid Line Papers – box of 5 ream | CTN | | | | 20 |
| 7 | A4 Lined papers – box of 5 ream | CTN | | | | 20 |
| 8 | A4 Paper transcript | CTN | | | | 20 |
| 9 | Brown Paper Roll (Bucher paper) | Roll | | | | 50 |
| 10 | White paper roll (Bucher paper) | Roll | | | | 20 |
| Notebooks, Folders, and envelopes | | | | | | |
| 11 | Spiraled notebook A4 | PC | | | | 100 |
| 12 | Spiraled notebook A5 | PC | | | | 100 |
| 13 | Short hand note book | PC | | | | 100 |
| 14 | Hardcover notebook A4 | PC | | | | 50 |
| 15 | Hardcover notebook A5 | PC | | | | 200 |
| 16 | Hardcover notebook A3 | PC | | | | 100 |
| 17 | Spiraled A4 Writing Pad | PC | | | | 200 |
| 18 | Lecture Pad A4 | PC | | | | 200 |
| 19 | Flipchart pad (A1) | PC | | | | 120 |
| 20 | Lever Arch File A4 7mm spine back | CTN | | | | 200 |
| 21 | Plastic Ring Binders, 2 O-ring, 25mm A4 -all colors | CTN | | | | 60 |
| 22 | Manila document walet, 32mm spine - pack of 50 | CTN | | | | 20 |

| | | | | | | |
|----|---|-----|--|--|--|-----|
| 23 | Manila slip files A4 380gsm, ass. colors - pack of 25 | CTN | | | | 50 |
| 24 | Manila folders (assorted colors) Pack of 100 | CTN | | | | 300 |
| 25 | Manila folders (assorted colors) Pack of 50 | CTN | | | | 40 |
| 26 | 12 Part files elastic corner fastening | Pkt | | | | 50 |
| 27 | File Fastener Pack Of 50 (Plastic) | Pkt | | | | 459 |
| 28 | Cut flush folders -plastic, ass. colors A4-pack of 100/50 | Pkt | | | | 10 |
| 29 | Cut flush folders -plastic, clear A4-pack of 100/50 | Pkt | | | | 10 |
| 30 | Multipunched pockets top opening A4 clear-pack 50 | Pkt | | | | 100 |
| 31 | File divider Pack of 10 | Pkt | | | | 281 |
| 32 | Binding hard cover Ream of 50 | Rm | | | | 100 |
| 33 | Binding plastic cover Ream of 50 | Rm | | | | 100 |
| 34 | Binding Spiral Mix color 6mm | Pkt | | | | 50 |
| 35 | Binding Spiral Mix color 8mm | Pkt | | | | 50 |
| 36 | Binding Spiral Mix color 10mm | Pkt | | | | 50 |
| 37 | Binding Spiral Mix color 12mm | Pkt | | | | 50 |
| 38 | Binding Spiral Mix color 14mm | Pkt | | | | 50 |
| 39 | Binding Spiral Mix color 15mm | Pkt | | | | 50 |
| 40 | Binding Spiral Mix color 16mm | Pkt | | | | 50 |
| 41 | Binding Spiral Mix color 18mm | Pkt | | | | 50 |
| 42 | Binding Spiral Mix color 20mm | Pkt | | | | 50 |
| 43 | Index flags/page markers, assorted colors | Pkt | | | | 400 |
| 44 | Sticky notes pad, assorted colors | Pkt | | | | 400 |
| 45 | Post-it notes, line pad, 3x3 | Pkt | | | | 200 |
| 46 | Plain White Envelope, peel seal | Pkt | | | | 50 |
| 47 | DL Plain White Envelope clear window | CTN | | | | 50 |
| 48 | C4 yellow Envelopes, peel seal, Pack of 50 | CTN | | | | 50 |
| 49 | C5 yellow Envelopes, peel seal, Pack of 50 | CTN | | | | 50 |
| 50 | DL yellow Envelopes, peel seal, Pack of 50 | CTN | | | | 50 |
| 51 | Padded bubble envelop, self-seal, (S) | Pcs | | | | 20 |

| | | | | | | |
|-----------------------------|---|-------|--|--|--|-----|
| 52 | Padded bubble envelop, self-seal, (M) | Pcs | | | | 20 |
| 53 | Padded bubble envelop, self-seal, (L) | Pcs | | | | 20 |
| 54 | File divider Pack Of 10 | 1 Pkt | | | | 281 |
| 55 | Suspension Files (50/box) | CTN | | | | 200 |
| 56 | Log Book A4 Size | 1 Pcs | | | | 245 |
| Writing and Graphics | | | | | | |
| 57 | Chalk (Assorted) Box of 100 | Box | | | | 71 |
| 58 | Chalk Plain white | Box | | | | 30 |
| 59 | Color maker | Pkt | | | | 124 |
| 60 | Colored pencils | Pkt | | | | 187 |
| 61 | Correction Fluid Pack of 12 | Pkt | | | | 162 |
| 62 | High Lighter (flouro mix colors) Pack of 4 | Pkt | | | | 423 |
| 63 | Staedtler Lumocolor permanent marker pen | Pkt | | | | 20 |
| 64 | Staedtler Lumocolor non-permanent marker pen | Pkt | | | | 20 |
| 65 | Permanent Maker Assorted Pack of 12 | Pkt | | | | 200 |
| 66 | Whiteboard marker (Black, Blue, Green& Red) Pack Of 12 | Pkt | | | | 300 |
| 67 | White Board Duster | Pcs | | | | 100 |
| 68 | White Board Liquid Spray eraser | Pcs | | | | 60 |
| 69 | Pencil erasers Pack of 24 | Pkt | | | | 50 |
| 70 | Pencil HB | Pkt | | | | 200 |
| 71 | Pencil sharpener Pack of 24 | Pkt | | | | 50 |
| 72 | Heavy Duty Classroom Pencil Sharpeners | Pcs | | | | 10 |
| 73 | Standard Ruler (30Cm) clear plastic | Pcs | | | | 200 |
| 74 | Ink Pens (Black, blue, red) box of 12 | Pkt | | | | 100 |
| 75 | Roller ball Pens (Blue, Red, and Green) box of 12 | Pkt | | | | 100 |
| 76 | Fine point Pens retractable (Blue, Red, and Green) box of 12 | Pkt | | | | 30 |
| Others | | | | | | |
| 77 | Archive Boxes Cnt of 50 | CTN | | | | 300 |
| 78 | Blu / white tac | Pcs | | | | 60 |
| 79 | Counter Bell | Pcs | | | | 20 |

| | | | | | | |
|-----|--|-----|--|--|--|-----|
| 80 | Calendar (Year) | Pcs | | | | 100 |
| 81 | Clear Celo tape 1 inch x 130m | Pcs | | | | 200 |
| 82 | Clear Celo tape 2 inch x130m | Pcs | | | | 120 |
| 83 | Clear Celo tape 3 inch x130m | Pcs | | | | 60 |
| 84 | Bench top Tape dispenser | Pcs | | | | 50 |
| 85 | Double sided tape | Pcs | | | | 15 |
| 86 | Magic Tape 19mm | Pcs | | | | 159 |
| 87 | Brown Packaging Tape, 50mm | Pcs | | | | 20 |
| 88 | Heavy Duty Heavyweight 50mm Packing Sticky Tape Dispenser Holder/Bench | Pcs | | | | 20 |
| 89 | Dairy Book "YEAR" (A4 FULL BAGE) | Pcs | | | | 444 |
| 90 | Dairy Book "YEAR" (A3 FULL BAGE) | Pcs | | | | 20 |
| 91 | Calculator Medium size 12 digit | Pcs | | | | 283 |
| 92 | Clip Boards A4 19x27cm | Pcs | | | | 282 |
| 93 | Fold Back Clips 15mm | Pkt | | | | 364 |
| 94 | Fold Back Clips 19mm | Pkt | | | | 354 |
| 95 | Fold Back Clips 25mm | Pkt | | | | 349 |
| 96 | Fold Back Clips 32mm | Pkt | | | | 357 |
| 97 | Fold Back Clips 41 mm | Pkt | | | | 354 |
| 98 | Fold Back Clips 51 mm | Pkt | | | | 349 |
| 99 | Fold Back Clips 90 mm | Pkt | | | | 336 |
| 100 | Paper clips 33mm | Pkt | | | | 500 |
| 101 | Paper clips 50mm | Pkt | | | | 500 |
| 102 | Paper clips 78mm | Pkt | | | | 500 |
| 103 | Card Stand A3 (Landscape) | Pcs | | | | 62 |
| 104 | Card Stand A3 (Portrait) | Pcs | | | | 57 |
| 105 | Card Stand A4 (Landscape) | Pcs | | | | 57 |
| 106 | Card Stand A4 (Portrait) | Pcs | | | | 62 |
| 107 | Certificate Holders A4 size Pack Of 50 | Pkt | | | | 100 |
| 108 | Desk Organizer | Pcs | | | | 200 |
| 109 | Desk organizer with supplies | Pcs | | | | 50 |
| 110 | Glue stick Box of 12 | Pkt | | | | 251 |

| | | | | | | |
|-----|---|-----|--|--|--|------|
| 111 | Paper puncher - 60+ sheets | Pcs | | | | 200 |
| 112 | Heavy Duty Paper Puncher | Pcs | | | | 50 |
| 113 | Stapler Standard Size | Pcs | | | | 424 |
| 114 | Long Reach Stapler | Pcs | | | | 65 |
| 115 | Stapler Heavy Duty | Pcs | | | | 30 |
| 116 | Heavy Duty Staple 23/8" | Pkt | | | | 331 |
| 117 | Heavy Duty Staple 3/4" | Pkt | | | | 329 |
| 118 | Staple Gun | Pkt | | | | 15 |
| 119 | Staple Gun Staples | Pkt | | | | 24 |
| 120 | Staple Pin 26/6 | Pkt | | | | 424 |
| 121 | Staple Remover | Pcs | | | | 50 |
| 122 | ID Card Laminating Porch | Pcs | | | | 2000 |
| 123 | ID Cards | Pcs | | | | 2000 |
| 124 | Key Box 48 Hooks | Pcs | | | | 60 |
| 125 | Key Tags Pack of 50 | Pkt | | | | 150 |
| 126 | Laminating sheets Ream of 100 | Rm | | | | 710 |
| 127 | Leather Grain Back Color Covers Ream Of 100 | Rm | | | | 764 |
| 128 | Push Pins (assorted color) | Pkt | | | | 60 |
| 129 | Rubber Band | Pkt | | | | 76 |
| 130 | Metal Magazine tray | Pcs | | | | 127 |
| 131 | Marking Knife | Pcs | | | | 101 |
| 132 | Masking tape (medium-10 Large-10) | Pcs | | | | 81 |
| 133 | Mathematical Sets (Big Board) | Pcs | | | | 22 |
| 134 | Official Stamps "Customize" | Pcs | | | | 10 |
| 135 | Paper Glue box of 12 | Pkt | | | | 150 |
| 136 | Paper Trays (3 in 1 set) | Pcs | | | | 100 |
| 137 | Desk organizer (3 in 1 set) | Pcs | | | | 50 |
| 138 | Batteries AAA alkaline | Pkt | | | | 50 |
| 139 | Batteries AA alkaline | Pkt | | | | 50 |
| 140 | Batteries 9V alkaline | Pcs | | | | 10 |
| 141 | Batteries ABC (L) | Pkt | | | | 10 |
| 142 | Stamp Pad Ink (Black, Blue & Red) | Pcs | | | | 20 |

| | | | | | | |
|-----|---------------------------------------|-----|--|--|--|------------|
| 143 | Stamp Pads | Pcs | | | | <i>50</i> |
| 144 | Scissors 10cm | Pcs | | | | <i>200</i> |
| 145 | Scissors 12cm | Pcs | | | | <i>200</i> |
| 146 | Scissors 16cm | Pcs | | | | <i>200</i> |
| 147 | Dymo handheld label marker | Pcs | | | | <i>20</i> |
| 148 | Dymo Letra Tag Label tape (12mm x 4m) | Pcs | | | | <i>50</i> |

LOT 2-Toner and Cartridges

The University has compiled a list of toners normally used for comparative pricing purpose.

You may add other toner(s) available at your shop by inserting additional rows and using red font.

| No. | Brand | Toners Details (Items) | Unit | Page Yield | Pre-Tax Unit Price (SBD) | | | | Estimated Annual Usage |
|-----|---------|------------------------|------|------------|--------------------------|----------|-------------|------------|------------------------|
| | | | | | Black: \$ | Cyan: \$ | Magenta: \$ | Yellow: \$ | |
| 1 | Brother | LC-133 | Pcs | | | | | | 12 |
| 2 | Brother | LC-233 | Pcs | | | | | | 24 |
| 3 | Brother | TN-251 | Pcs | | | | | | 3 |
| 4 | Epson | T05A1 -T05A4 | Pcs | | | | | | 50 |
| 5 | Epson | T9741-T9744 | Pcs | | | | | | 40 |
| 6 | Epson | C878R | Pcs | | | | | | 24 |
| 7 | Epson | C878R maintenance box | Pcs | | | | | | 11 |
| 8 | Epson | T8581 -T8584 | Pcs | | | | | | 24 |
| 9 | Epson | T05B1-T05B4 | Pcs | | | | | | 24 |
| 10 | Epson | T6713 Maintenance Box | Pcs | | | | | | 4 |
| 11 | Epson | M02XXL | Pcs | | | | | | 16 |
| 12 | Epson | C20590 | Pcs | | | | | | 16 |
| 13 | Epson | 902XL | Pcs | | | | | | 16 |
| 14 | Epson | 902 | Pcs | | | | | | 12 |
| 15 | Epson | 869RTC Maintenance box | Pcs | | | | | | 6 |
| 16 | Epson | C17590 Maintenance box | Pcs | | | | | | 6 |

| | | | | | | | | | |
|----|---------|----------------------------|-----|--|--|--|--|--|----|
| 17 | Toshiba | ES385S | | | | | | | 24 |
| 18 | Toshiba | ES408S | Pcs | | | | | | 16 |
| 19 | Toshiba | ES5508AC | Pcs | | | | | | 40 |
| 20 | Toshiba | ES5508A Waste toner bag | Pcs | | | | | | 4 |
| 21 | Toshiba | ES2000AC | Pcs | | | | | | 12 |
| 22 | Toshiba | ES2505AC | Pcs | | | | | | 12 |
| 23 | Toshiba | ES2505AC Waste bag | Pcs | | | | | | 5 |
| 24 | Toshiba | ES7505AC | Pcs | | | | | | 12 |
| 25 | Toshiba | ES7505AC Waste toner | | | | | | | 5 |
| 26 | Toshiba | ES7506 AC | | | | | | | 12 |
| 27 | Toshiba | ES7516AC | Pcs | | | | | | 12 |
| 28 | Toshiba | ES5518A Waste Toner Bottle | Pcs | | | | | | 5 |
| 29 | Toshiba | ES8515A | | | | | | | 12 |
| 30 | Toshiba | ES8515A Waste toner bottle | | | | | | | 10 |
| 31 | HP | HP 17A (CF217A) | Pcs | | | | | | 50 |
| 32 | HP | HP 19A (CF219A) | Pcs | | | | | | 20 |
| 33 | HP | HP 26A (CF226A) | Pcs | | | | | | 12 |
| 34 | HP | HP 30A (CF230A) | Pcs | | | | | | 12 |
| 35 | HP | HP 36A (CB436A) | Pcs | | | | | | 8 |
| 36 | HP | HP 38A (Q1338A) | Pcs | | | | | | 10 |
| 37 | HP | HP 55A (CE255A) | Pcs | | | | | | 16 |
| 38 | HP | HP 58A (CF258A) | Pcs | | | | | | 10 |

| | | | | | | | | | |
|----|---------|------------------|-----|--|--|--|--|--|-----|
| 39 | HP | HP 62 Tri-color | Pcs | | | | | | 12 |
| 40 | HP | HP 78A (CE278A) | Pcs | | | | | | 10 |
| 41 | HP | HP 83A (CF283A) | Pcs | | | | | | 10 |
| 42 | HP | HP 85A (CF285A) | Pcs | | | | | | 100 |
| 43 | HP | HP 94A (CF294A) | Pcs | | | | | | 8 |
| 44 | HP | HP 128A (CE320A) | Pcs | | | | | | 20 |
| 45 | HP | HP 131A (CF210) | Pcs | | | | | | 10 |
| 46 | HP | HP 201A (CF400A) | Pcs | | | | | | 59 |
| 47 | HP | HP 202A (CF500A) | Pcs | | | | | | 30 |
| 48 | HP | HP 305A (CE410A) | Pcs | | | | | | 30 |
| 49 | HP | HP 307A (CE740A) | Pcs | | | | | | 12 |
| 50 | HP | HP 312A (CF380A) | Pcs | | | | | | 40 |
| 51 | HP | HP 410A (CF410A) | Pcs | | | | | | 32 |
| 52 | HP | HP 416A | Pcs | | | | | | 80 |
| 53 | HP | HP 507A (CE400A) | Pcs | | | | | | 50 |
| 54 | HP | HP 651A (CE3408) | Pcs | | | | | | 30 |
| 55 | HP | HP 902 | Pcs | | | | | | 24 |
| 56 | HP | HP 902XL | Pcs | | | | | | 24 |
| 57 | Kyocera | TK6309 | Pcs | | | | | | 100 |
| 58 | Kyocera | TK7229 | Pcs | | | | | | 50 |
| 59 | Kyocera | TK5234 | Pcs | | | | | | 24 |
| 60 | Kyocera | TK-8519 | Pcs | | | | | | 24 |

| | | | | | | | | | |
|----|----------------|------------------------|-----|--|--|--|--|--|----|
| 61 | Kyocera | TK-4012i | Pcs | | | | | | 24 |
| 62 | Konica Minolta | TN-626 | Pcs | | | | | | 10 |
| 63 | Konica Minolta | TN-514 | Pcs | | | | | | 10 |
| 64 | Konica Minolta | DR-618 drum unit | Pcs | | | | | | 10 |
| 65 | Ricoh | MPC6003S | Pcs | | | | | | 40 |
| 66 | Ricoh | MP25015 | Pcs | | | | | | 32 |
| | Add brand | Add toner/Waste bottle | Pcs | | | | | | |
| | Add brand | Add toner/Waste bottle | Pcs | | | | | | |
| | Add brand | Add toner/Waste bottle | Pcs | | | | | | |
| | Add brand | Add toner | Pcs | | | | | | |
| | Add brand | Add toner | Pcs | | | | | | |
| | Add brand | Add toner | Pcs | | | | | | |
| | Add brand | Add toner | Pcs | | | | | | |

APPENDIX 1-SAMPLE PREFERRED SUPPLIER AGREEMENT

This Preferred Supplier Agreement (this "Agreement") is made at Honiara thisday of 2023.

BETWEEN: **Solomon Islands National University** (the "Buyer") whose head office is located at Kukum Campus ("**SINU**")

AND: **[Supplier Name]** (the "Supplier"), whose head office is located at *[Supplier Address]*, ("**[Supplier Name]**")

Both of whom are herein referred to as the "Parties".

WHEREAS:

- A. The Solomon Islands National University (SINU) was approved as the "Buyer" of the goods from the preferred supplier at the approved price.
- B. The preferred supplier approved as the "Supplier" to supply the goods to the Solomon Islands National University.
- C. Preferred supplier to Supply and Deliver the Goods based on the approved amount in the Purchase Order.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

1. General Purpose and Scope.

1.1. Preferred Supplier. Except as otherwise set forth in this Agreement, during the Term of this Agreement, *[Supplier Name]* will be SINU's preferred supplier for *[Name of Category of Goods]* herein also referred to as the "Goods" listed in Schedule A, for use by SINU. The parties may, by written agreement, amend or modify Schedule A to add or delete Goods from time-to-time.

2. Obligations of Supplier.

2.1 Supply of Goods (as identified in Schedule A of this Agreement).

2.1.1. During the Term of this Agreement, Supplier will use good faith, reasonable efforts to supply to Buyer all Goods needed by Buyer on a timely basis. Upon receipt of a SINU Purchase Order for the quantity required from Buyer, Supplier will arrange for the supply of the ordered quantity.

2.2 Documentation.

2.2.1. Supplier will prepare and deliver to Buyer the following documentation for Goods that Supplier sells to Buyer on receipt of an official Purchase Order:

- a) Invoice for the Goods delivered;
- b) delivery dockets for the Goods delivered to Buyer at the Delivery Place for pickup by Buyer; and
- c) technical product information detailing the specification including warranty for the Goods if applicable.

2.3 Warranties.

2.3.1. The Supplier warrants to the Buyer that for a period as stated in the warranty certificate from the Suppliers delivery, the Goods will conform with the Good's published specifications furnished with the Goods. This warranty shall be void if (i) the goods has been tampered with, modified, abused, neglected, or improperly used, and (ii) the product has been damaged for reasons beyond the supplier's control, such natural disasters.

2.4. Security Interest.

2.4.1. The Supplier retains a security interest in the Goods until paid in accordance to clause 4.2.

2.5. Risk of Loss.

2.5.1. Risk of loss will be on the Supplier from the time of delivery to the carrier. The Supplier will provide at its expense, insurance on the Goods insuring the Supplier's and the Buyer's interest as they appear, until payment in full to the supplier.

3. Obligations of Buyer

3.1 [Supplier Name] as Preferred Supplier.

3.1.1. Buyer agrees to purchase Goods from Supplier. As its preferred supplier, it is the Buyer's intent to utilize Supplier as its primary supplier for all requirements for its normal operations, however, Buyer reserves the right to purchase similar or identical products from other suppliers based on, among other things, pricing, product availability, logistics, and special requirements. Buyer will use its commercially reasonable efforts to purchase at least 80% of its annual requirement from Supplier.

3.2 Facilitation of Orders.

3.2.1. Buyer will use its good faith, reasonable efforts to provide Supplier the ordered products in a timely manner. Further, Buyer will assist Supplier in arranging for duty exemption requirements for clearance purposes and liaise with Buyer for the delivery if required.

3.3. Conformity of Goods.

3.3.1. Buyer will have the right to reject any Goods that do not conform to the quality, specifications and requirements provided by Supplier, and acknowledged by Buyer, by notifying Supplier in writing within five (5) days after Buyer receives the Products.

3.3.2. If Buyer does not notify Supplier that it has rejected a Product within five (5) days after Supplier receives the Goods, then the Goods will be presumed and deemed to be acceptable by Buyer.

3.4. Inspection.

3.4.1. Inspection will be made by the Buyer at the time and place of delivery.

4. Pricing, Specifications, Payments, and Related Terms

4.1 Price

4.1.1. The prices of products shall be strictly as described in Schedule A. The purchase price shall not include freight/transport, installation, GST, Sales Tax, or any other tax or duty.

4.2 Billing and Payments.

4.2.1. Supplier will invoice Buyer for all Goods ordered and delivers to Buyer with supporting documents as outlined in 2.2, unless a separate agreement in writing provides for a partial pre-payment or full pre-payment.

4.2.2. Buyer will pay Supplier the amounts due on each invoice in full within thirty (30) business days after the date of each invoice. All invoices submitted to Buyer by Supplier shall list the items purchased in the same sequence used in Buyer's Purchase Order. Buyer's Purchase Order Number shall appear on all invoices submitted to Buyer.

4.3 Credit Limit

4.3.1. The Supplier will provide Buyer with a reasonable Credit Limit as a preferred supplier.

5. Excuse for Delay or Failure to Perform.

5.1 The Supplier will not be liable in any way for delay, non-delivery or default in shipment due to labour disputes transportation shortage, delays in receipts of material, priorities, fires, accidents and other causes beyond the control of the Supplier of its Goods. If the Supplier, in its sole judgment, will be prevented directly or indirectly, on account of any cause beyond its control, from delivering the Goods at the time specified or within one month after the date of this Agreement, then the Supplier will have the right to terminate this Agreement by notice in writing to the Buyer, which notice will be accompanied by full refund of all sums paid by the buyer pursuant to this Agreement.

6. Term and Termination.

6.1 Term.

The term of this Agreement is twelve (12) months starting on the 1st day of **July 2023**.

6.2 Termination.

6.2.1. The Buyer reserves the right to terminate this Agreement;

- i. If the Suppliers fails to deliver the items on agreeable time with no justification;
- ii. In the event of the Suppliers insolvency or bankruptcy; or
- iii. If the Buyer deems that its prospect of payment is impaired.

6.3. Payments on Termination.

6.3.1. Upon termination of this Agreement, Buyer will immediately pay Supplier all amounts owed to Supplier as of the date of the termination.

6.4 Continuing Obligations.

6.4.1. Upon the termination of this Agreement, the respective obligations of the parties under this Agreement will be of no further force and effect except that obligations or provisions of this Agreement which by their nature are intended to be surviving and continuing with respect to a party will survive the expiration or termination of this Agreement and will remain binding on the party until expressly released by the other party in writing.

7. Notices.

7.1. Any notice to be given or document to be delivered to either the Supplier or Buyer pursuant to this Agreement will be sufficient if delivered personally or sent by prepaid registered mail or by email to the address specified below. Any written notice or delivery of documents will have been given, made and received on the day of delivery if delivered personally, or on the third (3rd) consecutive business day next following the date of mailing if sent by prepaid registered mail:

For the purposes of clause 7.1:

Notices to SINU shall be sent to:

Chief Procurement Officer
Procurement Department
Solomon Islands National University
P O Box R113, Honiara, SI
Phone: +677 42790
Email: procurement@sinu.edu.sb

Notices to the Supplier shall be sent to:

[Supplier Name]
[Address]
Honiara, Solomon Islands
Phone:
Email:

8. General Provisions.

8.1. Headings are inserted for the convenience only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

8.2. The Buyer may not assign its right or delegate its performance under this Agreement without the prior written consent of the Supplier, and any attempted assignment or delegation without such consent will be void. An assignment would change the duty imposed by this Agreement, would increase the burden or chance of obtaining performance or payment.

8.3. This Agreement cannot be modified in the way except in writing signed by all the parties to this Agreement.

8.4. This Agreement will be governed by and construed in accordance with the laws of Solomon Islands.

8.5. This Agreement will inure to the benefit of and be binding upon the Supplier and the Buyer and their respective successors and assigns.

8.6. This Agreement may be executed in counterparts. Facsimile and electronic signatures are binding and are considered to be original signatures.

8.7. Time is of essence in this Agreement.

8.8. This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or otherwise. The Buyer acknowledges that it has not relied upon any representations of the Supplier as to prospective performance of the Goods, but has relied upon its own inspection and investigation of the subject matter.

IN WITNESS WHEREOF, the Parties hereto have affixed their signatures:

SIGNED on behalf of
SINU by

SIGNED on behalf of
[SUPPLIER] by

Vice Chancellor
SINU

Managing Director
[*SUPPLIER*]

Date: _____

Date: _____

Witnessed by:

Witnessed by:

Signed:

Signed:

Name:
Title:

Name:
Title:

Date: _____

Date: _____

