



Expression of Interest

Tender Reference Number: *SINU-T06/23*

Issue Date: *24th May 2023*

Proposal Deadline: *8th June 2023*

1. INTRODUCTION

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, 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 located 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.

SINU normally imports education materials and other goods/equipment for the University and there is a need to have a designated customs clearance service provider to facilitate the required processes.

2. OBJECTIVES

The objective of this soliciting process is to invite local eligible service providers to express their interest for the provision of customs clearance services for the University. Successful parties will be preferred supplier(s) to carry out the service for the University.

3. ELIGIBILITY

All interested applicants must:

- i. Be a registered business in Solomon Islands.
- ii. Show proof of registration as Customs Broker.
- iii. Have at least three (3) years experience in Customs clearance services.

4. SCOPE OF WORK

The firm/Individual will be required to carry out the following task:

- i. Prepare Bill of Entries for imported consignment by air or sea.
- ii. Prepare Bill of Entries for exported consignment for airfreight or sea freight
- iii. Carry out inspection and clearances on behalf of the University with Customs and Excise at Honiara Port/Airport and with other designated authority.
- iv. Prepare Exemption forms and bring to SINU authorized staff signoff and stamping. In this case it will either the Chief Procurement Officer, Director Finance, or an authorized Procurement Officer.
- v. To liaise/attend queries from shipping line/agency with respect to the release of incoming consignment or exported consignment.
- vi. To immediately advice SINU on any issue relating to SINU consignments.
- vii. To ensure the release of containers within the free days allocated by shipping lines/agency to minimize detention cost.
- viii. To facilitate the deliveries of consignment to the University designated receivers.
- ix. Any other cognate duty in regards to customs clearance for the University.

5. DURATION

The duration of the contract for the service is 1 year with the possibility of renewal for one year, on same terms and conditions on satisfactory performance.

6. PRICING

Bidder to provide their pricing for the service in the price template provided or in a format of their own.

7. DOCUMENTS FOR EOI SUBMISSION

The applicant to provide the following with their letter of interest and pricing:

- i. Company profile
- ii. Valid Business License
- iii. Company Haus Registration Certificate
- iv. Proof of license broker
- v. Provide list of past similar assignments in the last 3 years.
- vi. CV of the personnel(s) that will be the main contact for this contract.

8. SUBMISSION OF EOI

EOI must be delivered in sealed envelopes to the address provided below or sent to email; **tender.board@sinu.edu.sb** at or before 4pm on 8th June 2023. Late Tenders or incomplete tenders will not be considered.

Label the envelope/Email address: **SINU-T06/23 – EOI for Provision of Customs Clearance Services**

The Chairman

University Tender Board

Solomon Islands National University

Honiara

9. QUERIES

Interested eligible firms/individuals may obtain further information from:

Name: Wendy Afu

Email: wendy.afu@sinu.edu.sb

Phone: +677 42790 or +677 7135420

SINU reserves the right to accept or reject any interest expressed and to annul the whole EOI exercise without incurring any liability of whatsoever nature to any applicant.