



Name of Tender: Request for Expression of Interest (EOI) for Preferred Suppliers for the Provision of Printing Services for Solomon Islands National University (SINU).

EOI Reference Number: UTB/PD-02/24

1. Introduction

Solomon Islands National University (SINU) invites interested firms to submit Expression of Interest (EOI) to be considered for preferred supplier for Preferred Suppliers for the Provision of Printing Services for Solomon the University (SINU) in 2024. The successful applicants will be responsible for the printing of the printing requirement from the University faculties and departments when required.

SINU is the premier higher education institution in the Solomon Islands, committed to providing high-quality education and shaping future leaders. As part of our commitment to excellence, we seek reliable partners who can deliver exceptional printing services to support our various academic and administrative needs.

2. Objective

This EOI is facilitated to receive applicant from eligible printing companies to select preferred suppliers who, between them, have the capacity, resources and range of skills to provide printed matter ranging from printing booklets to signage and promotional materials like t-shirt printing, banners, flag flyers, and many others.

3. Scope of Work

The scope of work of the preferred suppliers will be as follows:

- a. Provide printing works whenever the University have a printing requirements listed in Appendix 1 at the cost offered in the Schedule.
- b. Participate in Request for Quotes (RFQ) sent by the University for any Printing requirement that the University need but that are not listed in Appendix I.

- c. Print matter to be done according to the specifications in the Pricing Schedule or in individual Request for Quotes (RFQ) within timescales specified or agreed for each job.
- d. SINU will at most times create artwork and provide print-ready files in a required format to the printing company. The printing company must provide SINU with proofs for sign off prior to commencement of actual printing. Approval must be in writing through email or any form acceptable.
- e. Carry out printing and ensure delivery to the respective department of the University that requested for the Job.
- f. Provide appropriate packing of printed matter and labelled with the quantity and any respective information required.
- g. All printed matter designs, logo, and contents are the intellectual property of the University and not to be sold, disseminated to others, or used for any other purpose.
- h. Some of the printing requirement of the University may be sensitive and subject to press embargo. In such circumstances, the University responsible person may notify the printer and the printer must take all possible steps to ensure that relevant information and material is kept secure and confidential.

4. Duration of Contract

The preferred supplier arrangement for this contract spans a period of twelve (12) months, with the potential for renewal for an additional year based on satisfactory performance.

5. Pricing

- a. As this is only an EOI, only a price structure is expected to be provided for any printing services offered by your company. However, **Appendix I** contains printing works that the University required on a regular basis thereby applicants are requested to fill in the pricing schedule-Appendix 1.
- b. Price offered in Appendix I are fixed for the duration of contract and to be awarded to the most advantageous bidder(s).

6. Qualification Criteria

Bidders must meet the following criteria:

- a. Company Details: Registered business with valid company Haus Certificate, Business Licence, TIN Number, and Bank Account

- b. Experience: Have at least minimum of two years experience in the printing service industry.
- c. Equipment: Have appropriate equipment for effectively delivery of printing requirements.
- d. Financial Stability: Provide the last 2 years financial report or provide the amount of credit facility that you will provide to SINU per month.
- e. Clear pricing Structure: Pricing for different printing jobs are provided.

7. Submission Requirements

- a. Submit a letter of Interest with your response to each criteria above in section 6. The information can be submitted as part of the company profile
- b. Fill and submit the Price Schedule –Appendix I and pricing for other printing works that can be provided by your firm.
- c. A **non-refundable \$50.00 Tender fee** must be paid into the SINU BSP bank account (9088870419) and deposit slip butt or deposit transfer note shown to SINU Finance Cashier or sent to the email address wendy.afu@sinu.edu.sb to collect a receipt. The receipt to attach with your bid.

8. Evaluation Criteria

- a. Proposals will be evaluated based on the following criteria:
 - Most responsive to the criteria listed above in 7.
 - Demonstrated evidence of printing capability in terms of manpower, equipment, and processes.
 - Financially stable and able to provide service under credit facility.
- b. A site visit if required will be done to verify your capability of meeting SINU Printing requirement.
- c. For printing items in Appendix 1-Pricing Schedule, the job when required will be awarded to the most capable and lowest cost bidder.

9. Tender Closing and Submission Details

- a. Tender will close on Thursday 14th March at 4pm.
- b. Duly completed tenders are to be placed in a sealed envelope, marked as below and deposited into the Tender Box at the Vice Chancellors Office, Kukum Campus.

UTB/PD-02/24: Preferred Suppliers for Provision of Printing Services
Chairman
University Tender Board
SINU, P.O Box R113

10. Contact Information

For any inquiries regarding this tender, please contact:

Name: Wendy Afu
Email: wendy.afu@sinu.edu.sb
Phone: +677 42790 or +677 7135420

APPENDIX I: PRICING SCHEDULE

These Printing Items provided in this schedule are regularly ordered by the University. Quantity will be determined during order. You are to fill in the price offer for the printing jobs for each item number. The price will be fixed for the duration of the contract.

BOOKLETS

ITEM NUMBER	ITEM DESCRIPTION	SPECIFICATION	SAMPLE	EST. ANNUAL QUANTITY (PCS)	UNIT PRICE OFFERED (SBD)
GEN01	Student Examination Answer Booklets	A3 Fold A4, 20 pages, Colour print, back to back. Serially numbered cover with front cover die cut perforated, Collated and saddle stitched.	<i>PDF copy available on request</i>	12,000	
NUR512	Clinical Booklets: Community Health Assessment Practice	A4, hard cover, 46 pages. Colour, print and bind.	<i>PDF copy available on request</i>	200	
NUR513	Clinical Booklets: Public Health Clinical Practice	A4, hard cover, 44 pages. Colour, print and bind.	<i>PDF copy available on request</i>	200	

NUR618	Clinical Booklets: Medical Nursing Practice	A4, hard cover, 127 pages. Colour, print and bind.	<i>PDF copy available on request</i>	200	
NUR619	Clinical Booklets: Surgical Nursing Practice	A4, hard cover, 131 pages. Colour, print and bind.	<i>PDF copy available on request</i>	200	
NUR623	Clinical Booklets: Maternal Care Practice	A4, hard cover, 115 pages. Colour, print and bind.	<i>PDF copy available on request</i>	200	
NUR628	Clinical Booklets: Paediatrics & Speciality Clinical Practice	A4, hard cover, 246 pages. Colour, print and bind.	<i>PDF copy available on request</i>	100	
NUR633	Clinical Booklets – Rural Clinical Practice	A4, hard cover, 82 pages. Colour, print and bind.	<i>PDF copy available on request</i>	150	

ENTRANCE MONUMENT SIGNAGE

ITEM NUMBER	ITEM DESCRIPTION	SPECIFICATION	SAMPLE	EST. ANNUAL QUANTITY (PCS)	UNIT PRICE OFFERED (SBD)
GEN04	University Entrance Monument Signage Installation	Supply and install White Metal Letters and logo.	<i>PDF Design Available</i>	3	



Note: Bidders to check the monument structure built at Kukum Campus entrance for the actual measurements. The colours of this for illustration only. However, the letters to be White and logo same as illustration.

SIGNAGE

ITEM NUMBER	ITEM DESCRIPTION	SPECIFICATION	SAMPLE	EST. ANNUAL QUANTITY (PCS)	UNIT PRICE OFFERED (SBD)
GEN02	Faculty/Department Signage	Laminated signage board with SINU customize name	<i>PDF Design Available (Sample only)</i>	20	



ITEM NUMBER	ITEM DESCRIPTION	SPECIFICATION	SAMPLE	EST. ANNUAL QUANTITY (PCS)	UNIT PRICE OFFER (SBD)
GEN04	Signage with logo	Laminated signage board with SINU Logo and Name	<i>PDF Design as illustrated</i>	20	



Name:	Sign & Stamp:	Date:
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