



SOLOMON ISLANDS NATIONAL UNIVERSITY

**Request for Proposal (RFP) for the Provision of Security Services for Solomon
Islands National University**

Tender Number: UTB/SD-04/2024

Issue Date: 1st May 2024

Closing Date: 14th June 2024

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Procurement Office
P.O Box R113 | Honiara | Solomon Islands
Phone: (677) 42600 Email: procurement@sinu.edu.sb

Request for Proposal (RFP) Notice

1. The Solomon Islands National University invites interested Service Providers to submit Proposals for the provision of the security services at Kukum Campus, Ranadi Campus and Panatina Campus.

Tender Name: *Request for Proposal for Provision of Security Service*
Reference No. *UTB/SD-04/2024*

2. Tender is open to firms who meet the following criteria:
 - Legally registered Security firms in Solomon Islands.
 - Has the capability and resources to provide a comprehensive security service for the University.
 - Has more than three years' experience in the security service industry with proven good performance/records.
3. RFP documents can be downloaded from the University website <http://www.sinu.edu.sb/hrd/tenders-eoi/> or can be requested by emailing procurement@sinu.edu.sb.
4. A non-refundable \$100 Tender Fee must be deposited to the University BSP bank account (9088870419) and deposit slip butt or deposit transfer note shown to Finance Cashier to collect a receipt.
5. Interested eligible firms may obtain further information from the Chief Procurement Officer at email wendy.afu@sinu.edu.sb or Phone +677 42790 from 8:30am to 4:00pm.
6. Tenders are to be delivered in sealed envelope to the address below before 4.00pm on Friday 14th June 2024. Electronic submission is not permitted and will not be accepted. Late or incomplete submissions will not be considered.

The Chairman
University Tender Board Committee
Solomon Islands National University
P.O Box R113
Honiara

Cite reference number & tender name and deliver to The Tender Box situated at the Office of the Vice Chancellor at Kukum Campus.

Tender Name: Request for Proposal (RFP) for Provision of Security Services.
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1. Introduction

1.1. Overview

Solomon Islands National University (SINU) was incepted in January 2013. Prior to this it was called Solomon Islands College of Higher Education (SICHE). SINU has five faculties and they are Faculty of Business & Tourism Studies, Faculty of Science & Technology, Faculty of Nursing, Medicine & Health Sciences, Faculty of Agriculture, and Fisheries & Forestry and Faculty of Education & Humanities.

SINU has three campuses in Honiara namely Kukum Campus, Ranadi Campus and Panatina Campus. The fourth Campus is at Poitete, Western Province. SINU also has Distance Flexible Centres around the Provinces mainly affiliating with other institutions or stakeholders.

Solomon Islands National University (SINU) invites qualified and experienced security service providers to submit tenders for the provision of comprehensive security services. The successful bidder will be responsible for ensuring the safety and security of the university's campuses in Honiara, students, staff, and assets.

1.2. Objective

The objective of the RFP is to solicit proposals for the selection of qualified security service provider(s) to provide 24 hour security service for its three Campuses for 12 months with possibility of extension for another year with good performance/records.

1.3. Tender Schedule

Date	Key step
1 st May 2024	Tender Advertised
14 th June 2024	Deadline for submission of tenders at 4.00pm
17 th June 2024	Tender Opening
18 th June 2024	Evaluation
31 st July 2024	Offer award and acceptance
8 th August 2024	Contract signed
8 th October 2024	Start date

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

2. Instruction to Tenderers

2.1. Eligibility

Participation in this tender process is restricted only to registered local security firms in Solomon Islands with the following minimum criteria:

1. Fully licensed Company with a proper business address/office.
2. Has equipment and enough manpower/resources to carry out their duties efficiently.
3. Good financial standing.
4. Compliance to Solomon Islands Law and not blacklisted by SINU, SIG, or any other government agency.
5. Must ensure their staffing must not include former SINU Security Officers who might be terminated, dismissed, deserted, contracts end naturally or voluntarily leaving SINU without proper notifications.

2.2. Intent to Participate

Please inform us in writing that your company intend to participate in this bidding process. Email to wendy.afu@snu.edu.sb to register your intent to participate.

2.3. Tender Fee

A non-refundable \$100 Tender Fee must be deposited to the University BSP bank account (9088870419) and deposit slip butt or deposit transfer note shown to Finance Cashier at Kukum Campus to collect a receipt. Attach the receipt with your proposal on submission.

2.4. Tender Enquiries

Any queries regarding the tender must be directed to the following:

Jack Balaga, Chief Security Officer

Phone: (677) 42863 or (677) 7143429

Email: jack.balaga@sinu.edu.sb

Or

Wendy Afu, Chief Procurement Officer

Phone: (677) 42790 or (677) 7135420

Email: wendy.afu@sinu.edu.sb

Any queries must be received 5 days before the closing date. Any information that resulted in modification of RFP or additional information will be sent to all bidders who have indicated their intention to submit a proposal.

2.5. Pre-Bid Meeting or Site Visit

There will be no pre-bid meeting however you may arrange for a site visit to assist you with preparing your tender proposal. Contact those provided in 2.4 to schedule an accompanied campus tour.

2.6. Conflict of Interest

A conflict of interest may arise if any event influencing the capacity of the Service Provider to give an objective and impartial professional opinion, or preventing them, at any moment, from giving priority to the interests of SINU. These restrictions also apply to employees of the Tenderer. There is a conflict of interest if compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

2.7. Ethics

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

In pursuance of this policy, SINU requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to any SINU staff with decision making responsibility or influence, occur.

SINU reserves the right to suspend or cancel a proposal 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 officer 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; and

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the 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 Client 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 Client during the process of examining, clarifying, evaluating and comparing proposals will lead to the rejection of their proposal and may result in administrative penalties (e.g. suspension).

The Tenderer shall refrain from any relationship likely to compromise his independence or that of his staff. If the bidder ceases to be independent, the Client may, regardless of injury, terminate the contract without further notice and without the contractor/service provider having any claim to compensation.

All proposals will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses.

2.8. Cost of Preparing Bids

The Tenderer shall bear all costs associated with the preparation and submission of its proposal and SINU shall not be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

2.9. Tender Submission Requirement

Tenderers shall provide two proposals:

I. Technical Proposal

- a. Provide your company profile with all legal documents (valid business license, company certificate, IRD Tin number, Insurance, NPF number), and organisation structure and CVs of key personals
- b. List experience on assignments of a similar nature and provide reference from minimum of two previous clients.
- c. Outline the approach, methodology, and implementation plan for the security services as per the scope provided.
- d. Provide three years financial reports of your company.
- e. Tender Fee.

II. Financial Proposal

- a. Provide the monthly rate for the service inclusive of all other expenses and Withholding tax.
- b. Provide on a separate page a breakdown of the monthly rate and for each campus.

2.10. Number of copies

Two copies to be submitted. **One (1)** original and **one (1)** copy.

2.11. Evaluation Criteria

Proposals will be evaluated based on the following criteria;

Compliance

- a. Eligibility
- b. Tender fee
- c. Completeness of Bid
- d. Substantial Responsiveness

Technical Proposal

- a. Company compliance: Applicable business registration, licences and insurance.
- b. Experience: Has good performance with contract of similar nature
- c. Approach and Methodology: Provide a clear, suitable and effective security service strategy.
- d. Resource Capability: Has qualified manpower, proper equipment and office

- e. Financial Capability: Has capability to meet operation cost prior to the monthly payment

Financial Proposal

- a. Price

2.12. Tender Validity Period

Proposal shall be valid for 120 days from the deadline of submission.

2.13. Proposed Procedure after closing date and time

Following the Closing, SINU may do one or more of the following from time to time during the evaluation period:

- a. Contact Tenderer Representative to obtain further information in relation to, and otherwise clarify, aspects of the Tenderer's Proposal;
- b. require the Tenderer in writing to revised their proposal based on any amendments to specifications or arithmetic errors;
- c. Arrange site visits for verification of the information supplied in the RFP.

The Tenderer must agree to:

- a. Provide any clarification on any aspects of the RFP;
- b. Provide any revised proposal required;
- c. Allow SINU Tender Evaluation Committee (TEC) members to visit your office to conduct assessment if required; and
- d. Do a presentation to the Board on their proposal.

SINU reserves the right to select in its absolute discretion one or more bidders with which to enter into negotiations.

2.14. Tender Closing Date and Time

Closing date and time is on Friday 14th June 2024.

2.15. Tender Submission

Sealed bids are to be submitted into the Tender Box at the Vice Chancellors Office, Kukum Campus.

The envelope to be addressed as follows:

[Tender Reference Number] – [Tender Name]

The Chairman

University Tender Board

Solomon Islands National University

PO Box R113

Honiara

3. Scope of Service

The scope of service shall include but not limited to the following

Performance

- 3.1. The Service Provider shall provide security service to all the University Properties and premises on a 24 hour x 7 day basis, or as requested by SINU via written orders.
- 3.2. Duty timing should be on 8 hour shift or 12 hour shifts whichever is preferred.
- 3.3. The service provider to carry out static guard and periodic patrolling where applicable in the following locations on each campus:
 - Front entrance gate
 - Other gates
 - Hostels
 - Offices
 - Classrooms and laboratories
 - Library
 - Playing grounds
- 3.4. The Service Provider shall provide and meet the cost of the following materials:
 - a. Security wages, over-times, and related costs or charges, including statutory payments.
 - b. Equipment's,
 - c. Vehicles,
 - d. Supplies; or
 - e. Any other material used to advance the service rendered to the University.
- 3.5. At all material times, the Service Provider's personnel shall uphold professionalism by adhering to professional standards in all respect, and to honouring University policies, national laws and regulations.
- 3.6. The Security personnel at no time shall carry any weapon which is illegal for the profession in the country, when carrying out the responsibilities under this agreement.
- 3.7. The Service Provider shall seek written permission from SINU for its employees to carry any weapon which is lawful but which may be deemed to be offensive in a University setting.
- 3.8. The Service Provider shall at all material times assign supervisors to monitor and manage its Security personnel at the sites on consecutive period to ensure officers comply with their responsibilities.
- 3.9. SINU shall carry out regular audits on presence and spread of personnel of the Service Provider and shall provide the Service Provider reports on areas of concern on a need basis.

- 3.10. The Service Provider shall provide SINU comprehensive reports on a monthly basis, and when requested by SINU, or deemed necessary by Service Provider, at all other times or durations.
- 3.11. The Service Provider personnel shall at all material times co-operate with University's in-house security personnel to ensure optimal security of University premises, personnel and bona fide visitors.
- 3.12. SINU through its in house security shall monitor the performances of the security firms and shall report to the University management.
- 3.13. The Service Provider personnel shall at all material times co-operate with RSIPF, and other law enforcement agencies in Solomon Islands in performing their duties at the university.
- 3.14. The security officers (Service Provider or In House) at all material times shall have transmitters and/or appropriate communication devices to perform and monitor their duties effectively.

Recruitment

- 3.15. The Service Provider after consultation with the University and agreeable to both parties shall recruit security guard that meet the following requirement:
 - a. Qualification – Form 3 and above. The guards should be able to read, write and speak English clearly.
 - b. Age - above 20 to 60 years of age.
 - c. Physical appearance – Physically fit and well groomed.
 - d. Police Clearance – Pass Police Clearance
 - a. Medical Clearance – Pass Medical Clearance
 - b. Vaccine Status – Fully Vaccinated
 - c. Resident – Do not reside in any of the illegal settlements on SINU land.
 - d. Work Performance – Not terminated in previous jobs or SINU and must have good character and work ethics.
- 3.16. The Service Provider shall surrender all the guards Vaccination cards, clearance documents, and other recruitment documents to the SINU HR Department prior to deployment.
- 3.17. All Security guards must be issued with an ID card that has their name, photo, and ID number. Duplicate copy of their ID cards must be provided to the Security Department prior to any deployment of guards (including but not limited to police clearance, medical report and vaccination card).
- 3.18. The Security firm must recruit adequate number of guards to provide the service specified as seen fit.

4. Tender Form

Date:

To: The Chairman

University Tender Board Committee

Dear Chairman,

We offer to negotiate in good faith a contract for the **Provision of Security Services for the three Campuses at Solomon Islands National University-Tender Number: UTB/SD-04/2024** for the University in accordance with the tender Documents and our enclosed proposal.

We proposed to offer the service for the rate \$ _____ **monthly.**

In words “ _____ ”

Solomon Islands Dollars (SBD) monthly.

This rate above comprise of the following:

- \$ _____ monthly for Kukum Campus.
- \$ _____ monthly for Ranadi Campus.
- \$ _____ monthly for Panatina Campus.

We agree to abide by this Tender for a Period of 120 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 _____ 2024.

Duly authorized to sign Tender for and on behalf of

Signature/Company Name/Company Stamp or seal

5. Service Agreement

Contact the Tender Administrator for the copy of the Service Agreement.