



Name of Tender: Tender for Preferred Suppliers for the Supply of Student Ration to Business Investment & Commercial Services (BICS) Kitchen

Tender Reference Number: ITT/BICS-06/2025

1. Introduction

Solomon Islands National University (SINU) invites bids from interested suppliers or individuals to become preferred suppliers for the supply of goods for student rations to Business Investment & Commercial Services (BICS) Kitchen.

The successful bidders will be responsible for timely deliveries of goods either daily, weekly, or as per the scheduled requirements, to ensure the kitchen is adequately supplied to prepare meals for students.

The University accommodates over 500 students across 12 dormitories, with the dining hall serving breakfast, lunch, and dinner daily. Additionally, it caters to other students purchasing meal cards for lunch only.

2. Objective

This tender aims to solicit bids from reliable suppliers for the provision of Goods to the BICS Kitchen and also to other Cafés operated by BICS. SINU intends to engage several suppliers for the various lots under this contract who between them can supply the required goods required for its daily operation.

3. Scope of Work

The scope of work may include but not limited to the following:

- a) The suppliers will be the preferred suppliers for providing food items and other goods to BICS kitchen and also BICS operated Café within SINU for a term of twelve (12) months.
- b) Suppliers will supply student food ration under the Lots below depending on their award. List of Goods under each lots are in Appendix A –Price Schedule of this Tender document.

Lot 1 – Fresh and Frozen Goods

Lot 2 – Fruits and Vegetables

Lot 3 – Dry Goods

Lot 6 – Oil and Sauces

Lot 4 – Beverages

Lot 7 – Cleaning and Other Items

Lot 5 – Baked Products

- c) The Preferred Supplier will provide quote each month or as requested by an authorised BICS staff for deliveries for the month.
- d) A Purchase Order will be supplied to the Preferred Supplier for delivery.
- e) The delivery date and time will be set through email, on the phone or in person.
- f) During delivery, goods will be subject to the following:
 - Inspection of quality and quantity
 - Weighed for total weight supplied
- g) The supplier to provide a delivery docket with a unique number to SINU for each delivery for the Purchase Order.
- h) The delivery note(s) must be signed by an authorized SINU staff member upon receipt and acceptance of the goods. A carbon copy of the signed delivery note(s) should be retained by the supplier.
- i) For the final delivery of the month or the last delivery of the order, the supplier must provide an invoice addressed to BICS.
- j) The goods supplied under this contract must be of good quality, correct quantity, and right specification as specified in the order. It may change only upon approval.
- k) The goods must be handled, packaged, and stored correctly to maintain highest degree of hygiene during processing, in transit, and upon delivery at BICS Kitchen unloading area. Any item that does not meet these specifications will be rejected without any cost incurred by SINU.
- l) All Lot 1 items must be frozen when delivered.
- m) The contract to be reviewed after 6 months.

4. Duration of Contract

The duration of supply under this contract is twelve (12) months.

5. Price

- a. Bidders will provide their price offer to the schedule of required goods in Appendix I by filling in those they wish to supply.
- b. You may bid for one or all Lots, or one item or all item of the Lot(s).

- c. You may also propose other goods not in the schedule that you can supply to SINU Kitchen or Café for student meals.
- d. For those items that already have prices in **blue font** are fixed, as recommended by SINU and cannot be modified.
- e. All price offered by your company will be fixed for the duration of contract and includes transport cost and applicable tax.
- f. All bidders are asked to fill the excel Appendix I template and send to the email: *tender.board@sinu.edu.sb* as part of their submission. Those tenderers that bid for locally supplied Fruits and Vegetables and Fish with fixed pricing do not require to do this.

6. Qualification Criteria

Bidders must meet the following criteria:

- a. **Business Details:** Registered business with valid company Haus Certificate, Business Licence, TIN Number, and Bank Account.
- b. **Experience:** Have experience in providing supplies to organisation or with service of similar nature.
- c. **Consistent Supply:** Demonstrate that they can provide supplies whenever they receive an order.
- d. **Financial Stability:** Provide evidence of financial stability to sustain the contract. *Current SINU suppliers do not need to provide this. This is required for new suppliers only.*
- e. **Storage and work area** (applicable for Lot 1 Fresh & Frozen only): Have storage like deep freezers and hygienic work bench and area.
- f. **Tender Fee:** Attach receipt of the \$50 tender fee with the submission.

7. Submission Requirements

- a. Submit a letter of Interest with your response to each criteria above in section 6 with your offer in a filled pricing schedule –**Appendix I**.
- b. Provide evidence such as pictures, list of storage equipment for use, bank account details, support letters, etc against each criteria.
- c. Alternately you may supply your company profile with the details above.

- d. A non-refundable **\$50.00 Tender fee** must be paid into the SINU BSP bank account (9088870419) and deposit slip shown to SINU Finance Cashier to collect a receipt. The receipt to attach with your submission.

8. Evaluation Criteria

- a. Proposals will be evaluated based on the following criteria:
- **Responsive Tender:** Most responsive to the criteria listed above in 6.
Yes/No
 - **Site Inspection:** Demonstrated evidence to meet quality required for Lot 1 Fresh and frozen.
Qualified/Not Qualified
 - **Price Comparative Analysis:** Competitive Price
Yes/No

9. Tender Closing and Submission Details

- a. Tender will close on Friday 9th May at 4.30pm.
- b. Duly completed tenders to be placed in a sealed envelope, marked as below and deposited into the Tender Box at the Vice Chancellors Office, Kukum Campus.

ITT/BICS-06/2025: Preferred Suppliers for Supply of Student Ration

Chairman

University Tender Board

SINU, P.O Box R113

Honiara

10. Contact Information

For any inquiries regarding this tender, please contact:

Name: Samson Bisafol (Manager, BICS)

Email: Samson.bisafol@sinu.edu.sb

Mobile Phone: +677 7549353

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Or

Name: Justin Max Hirohavi

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APPENDIX I: PRICING SCHEDULE

Fill this form with your price offer.

*For those items that already have price in **blue font**, the pricing is fixed and recommended by SINU and cannot be altered.*

Price you offered will be fixed for the duration of the contract, 12 months.

Full Description of Goods	Packaging Specification	UOM	Monthly Order (Estimate Only)	Specification Offered	Price (SBD)	Unit of Measure
LOT 1 FRESH & FROZEN GOODS						
<u>Mince</u>						
Standard Premium Beef Mince	1Kg	Kg	600			
Chicken Mince	1Kg	Kg	600			
<u>Beef Soup Meat</u>						
Dice Beef	5Kg Pack	Kg	800			
Beef Strip	5Kg Pack	Kg	800			
Beef Sirloin Steak	5Kg Pack	Kg	800			

<u>Chicken</u>						
Chicken Drums Stick	6x2kg	Ctn	40			
Chicken Wings	8x2Kg	Ctn	80			
Chicken Whole	>1.5Kg	Kg	600			
Chicken Thighs	6x2kg	Ctn	40			
Chicken Maryland	6x2kg	Ctn	40			
Chicken Breast	6x2kg	Kg	20			
Locally Raised Chicken	Single packed	Bird	100	e.g. Broiler	100.00	Bird
<u>Pork</u>						
Pork Chops	5Kg Pack	Kg	600			
Pork Leg	20 Kg	Kg	400			
<u>Lamb</u>						
Lamb Chops	5Kg Pack	Kg	400			
<u>Egg</u>						
Fresh Egg	Pack of 10's	Pkt	800			
<u>Sausage</u>						

Chicken Sausage	20Kg	Kg	480			
Beef Sausage	20Kg	Kg	240			
Pork Sausage	20Kg	Kg	240			
<u>Fish</u>						
Reef Fish Steak	Kg	Kg	800		70.00	Kg
Barracuda Fish Steak	Kg	Kg	400		60.00	Kg
Yellow Fin Fish Steak	Kg	Kg	600		60.00	Kg
Albacore Fish Steak	Kg	Kg	600		60.00	Kg
Reef Fish Fillet	Kg	Kg	400		100.00	Kg
Yellow Fin Fish Fillet	Kg	Kg	800		80.00	Kg
Albacore Fish Fillet	Kg	Kg	800		80.00	Kg
Whole Reef Fish	Kg	Kg	400		50.00	Kg
<u>Pre-made Finger Foods</u>						
Fish Ball	Pkt	Pkt	8			
Fish Finger	Pkt	Pkt	12			
Chicken Nuggets	Pkt	Pkt	8			
Chicken Pie	Pkt	Pkt	40			
Spring Roll	Pkt	Pkt	16			
Samosa	Pkt	Pkt	16			

Meat Pie	1x24Pces	Ctn	40			
Crab Meat	Pkt	Pkt	16			
Mussels	Pkt	Pkt	16			
French Fries	Pkt	Pkt	40			
Potato Wedges	Pkt	Pkt	24			
Prawn	Pkt	Pkt	4			
Bacon	Ctn	Ctn	4			
Pepperoni	Ctn	Ctn	4			
Salami	Ctn	Ctn	4			
Ham	Ctn	Ctn	4			
Mixed Vegies	6X2kG	Ctn	8			
LOT 2 FRUITS & VEGETABLES						
<u>Fruits</u>						
Banana	Kg	Kg	1,200		7.00	Kg
Water Melon	Kg	Kg	1,400		7.00	Kg
Cucumber	Kg	Kg	400		7.00	Kg
Pineapple	Kg	Kg	600		7.00	Kg
Pawpaw	Kg	Kg	600		7.00	Kg
Apple	Ctn	Ctn	32			

Pear Packham	Ctn	Ctn	24			
Orange	Ctn	Ctn	24			
<u>Vegetables</u>						
Slippery Cabbage	Bale	Pcl	600		10.00	Pcl
Pakchoi	Bale	Pcl	240		10.00	Pcl
Choisum	Bale	Pcl	240		10.00	Pcl
Saladia	Bale	Pcl	240		10.00	Pcl
Ball Cabbage	Bale	Kg	240		20.00	Kg
Long Bean	Bale	Kg	400		15.00	Kg
Shallot	Bale	Kg	160		45.00	Kg
Lettuce	Bale	Kg	800		7.00	Kg
Chinkoa Bean	Pcs	Kg	200		6.00	Kg
Fresh Tomatos	Pkt	Kg	240		20.00	Kg
Fresh Ginger	Bag	Kg	80		20.00	Kg
Green Pepper	Kg	Kg	400		20.00	Kg
Egg Plant	Bag	Kg	80		8.00	Kg
Kangkung	Bale	Pcl	160		10.00	Pcl
Pumpkin Fruits	Kg	Kg	400		7.00	Kg
Fresh Lemon	Kg	Kg	200		8.00	Kg
Fern	Kg	Pcl			10.00	Pcl

Carrot	Bag	Bag	8			
Onion	Bag	Bag	24			
Red Onion	Bag	Bag	8			
<u>Root Crops</u>						
Potato	Bag	Kg	1,600		7.00	Kg
Cassava	Bag	Kg	1,600		7.00	Kg
Pana	Bag	Kg	600		11.00	Kg
Yam	Bag	Kg	600		11.00	Kg
Taro	Bag	Kg	600		11.00	Kg
LOT 3 DRY GOODS						
<u>Biscuits</u>						
Navy Biscuit	72x50g	Ctn	240			
Butter Biscuit	60x55g	Ctn	24			
Coconut Biscuit	60x55g	Ctn	24			
Breakfast Cracker	10kg	Ctn	8			
Sweet Cracker Biscuit	20x215g	Ctn	8			
Assorted Biscuit	24x215g	Ctn	4			
UBM Cracker	20Packs	Ctn	8			

<u>Tinned Food</u>						
White Flakes	24x400g	Ctn	48			
White Flakes	48x180g	Ctn	16			
Sandwich Tuna	48x170g	Ctn	8			
Spical Tuna	48x180g	Ctn	4			
Chilli Tuna	48x180g	Ctn	4			
SB Premium - Olive oil	48x160g	Ctn	40			
SB Premium -Spring Water	48x160g	Ctn	40			
SB Premium - Chilli	48x160g	Ctn	8			
Mariko Tin Fish (s)	50x150g	Ctn	4			
Luncheon Meat	24x180g	Ctn	4			
Ox Palm	24x340g	Ctn	40			
Globe Steak	24x340g	Ctn	8			
<u>Rice</u>						
Solrice - Island sun	1x9.07kg	Bag	720			
Sunny Carlrose	1x9.07kg	Bag	40			
Nambawan Rice	1x9.07kg	Bag	40			
Brown Rice	1x9.07kg	Bag	20			
Any other brand	1x9.07kg	Bag				

<u>Noodle</u>						
Pop Mie	24x50g	Ctn	24			
Mamee Noodle (Beef)	30pkts	Ctn	16			
<u>Dairy Products</u>						
Instant Whole Milk Powder	1x25kg	Bag	16			
Regular Milk	12x1ltr	Ctn	24			
Anchor Milk Powder	24x400g	Ctn	24			
SS Mayonnaise Regular	12x30oz	Ctn	4			
Country Soft Butter	24x500g	Ctn	24			
<u>Other breakfast items</u>						
Sugar	20x500g	Bales	16			
Milo	12x500g	Ctn	16			
Tea Bag	24x227g	Ctn	4			
Lipton Tea	26x100x2G	Ctn	4			
Nescafe Coffee	24x100g	Ctn	8			
Jam	12x450g	Ctn	16			
Creamy Peanut Butter	12x450g	Ctn	24			

LOT 4 BEVERAGES						
<u>Drinks</u>						
Szeba Water	12x1.5Ltr	Ctn	24			
Blue Water	12x1.5Ltr	Ctn	24			
Vfresh Water	12x1.5Ltr	Ctn	24			
Cheers strawberry	24x330ml	Ctn	24			
Cheers Orange	24x330 Mls	Ctn	8			
Ace Cola	24x330 Mls	Ctn	8			
Cocoa Cola	24x330 Mls	Ctn	8			
Fanta Cream	24x330 Mls	Ctn	8			
Fanta Orange	24x330ml	Ctn	16			
Sprite	24x330ml	Ctn	8			
Szeba Lagoon Pine	24x300mls	Ctn	8			
Szeba Cola	24x300mls	Ctn	4			
Szeba Lime	24x300mls	Ctn	4			
Szeba Orange	24x300mls	Ctn	4			
Cordial	12x1Ltr	Ctn	16			
Tang		Ctn				
LOT 5 BAKED PRODUCT						

White Slice Bread	50g	Loaves	600			
Whole Meal Sliced Bread	50g	Loaves	80			
Coconut Bread		Loaves				
Burger Buns		Pkt	160			
Hotdog buns		Pkt	160			
Buns (others)	Pack of 2 and up	Pkt	200			
LOT 6 OIL & SAUCES						
<u>Oil</u>						
Cooking Oil	1x20Ltr	Cont	24			
Ezy Cooking Oil	1x20Ltr	Cont	16			
Olive Oil	12x1Ltr	Ctn	8			
Sesame Oil	12x1ltr	Ctn	8			
<u>Sauces</u>						
Mushroom Sauce	24x610mls	Ctn	12			
Soy Sauce	24x610mls	Ctn	12			
Chilli Sauce	12x700g	Ctn	32			
Oyster Sauce	12x710g	Ctn	40			

Tomato Sauce	12x600mls	Ctn	40			
BBQ Sauce	12x50g	Ctn	24			
Charsiu Sauce	6x80g	Ctn	8			
Fish Sauce	12x275mls	Ctn	4			
<u>Spices</u>						
Mix Herbs	72x12G	Ctn	8			
Masala Powder	75g	Pkt	4			
Onion Flakes	2x12.5kg	Ctn	4			
Tumeric Ground	1x15kg	Bag	4			
Pepper Black Ground	6x100g	Ctn	16			
Mix G/ White Pepper	6x100g	Ctn	8			
French Onion	20kg	Ctn	8			
Curry Powder	24x90g	Ctn	16			
Beef Booster	1x8Kg	Bkt	8			
Chicken Booster	1x8Kg	Bkt	16			
Green Curry Paste	24x400g	Ctn	4			
SS Diced Tomatoes	12x400g	Ctn	8			
Vinegar	12x1Ltr	Ctn	8			
Fresh Honey	20 Ltr	Container	4			

<u>Other Cooking items</u>						
Coconut Milk	24x400mls	Ctn	16			
Coconut Cream Milk	24x400mls	Ctn	24			
Plain Flour	1x25Kg	Bag	16			
Corn Flour	1x25Kg	Bag	4			
Salt	1x201Kg	Ctn	4			
Garlic Powder	10kg	Ctn	8			
Garlic Fruit	10kg	Ctn	8			
Tomato Paste	12x400g	Ctn	4			
Penne Colavita	24x500g	Ctn	4			
LOT 7 CLEANING & OTHER ITEMS						
Mortein	12x350g	Ctn	4			
Brown paper bag	4x150mx44cm	Ctn	4			
Garbage Bag	240ltr	Ctn	8			
Washing Utensil Liquid	28x500mls	Ctn	12			
Glad Wrap	6x500mtr	Ctn	8			
Aluminium Foil	4x150mx44cm	Ctn	8			
Disposal cups (non-plastic)	100x sleeve	Ctn	8			

Disposal T/Away Box (non-plastic)	1x300Pcs	Ctn	4			
Disposal Fork (non-plastic)	40x50s	Ctn	4			
Disposal Spoon (non-plastic)	40x50s	Ctn	4			
Tissue	200 Sheets	Ctn	4			
Paper Towel	20x2 Rolls	Ctn	4			
Harpic Liquid	12x500mls	Ctn	4			
Ajax Powder	24x300g	Ctn	4			
Toilet Paper	10x100s	Bale	4			
Name:	Date:			Sign & Stamp:		