



BUSINESS INVESTMENT COPORATE SERVICES

**TENDER NAME: TENDER FOR LEASE OF CANTEEN AT KUKUM CAMPUS &
PANATINA CAMPUS**

TENDER REF. NUMBER: ITT/BICS-08/2025

Issue Date: 2nd June 2025

Due Date: Thursday 19th June 2025, 4.30pm

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INVITATION TO TENDER

The Solomon Islands National University invites tenders from reputable, registered businesses for the lease of the University Canteen at Kukum Campus and Panatina Campus.

The tender is open to applicants who meet the following requirements:

- Be a registered and fully licensed local business.
- Must be tax compliant and possess a valid Tax Clearance Certificate.
- Have a minimum of three years' experience in the retail business.
- Demonstrate sufficient financial capacity to operate a canteen.

Tender Document 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.

Interested vendors may obtain further information or request an inspection of the canteens by contacting Wendy Afu or Modesta Terry at the SINU Procurement Office. Please email procurement@sinu.edu.sb or call 42641 between 9:00 am and 4:00 pm on weekdays.

Tenders must be delivered in a sealed envelope to the address below. Electronic submission is NOT accepted. All tenders must be delivered before **4:30 pm on Monday, 23th June 2025**. Late or incomplete submissions will not be considered.

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

Please cite the reference number and name, and deliver to The Tender Box situated at the Office of the Vice Chancellor at Kukum Campus.

INSTRUCTION TO TENDERER

1. This Tender is conducted to select eligible Vendors to lease SINU Canteens for a period of one (1) year with the possibility of extension for another year.
2. There are two canteens for lease. One at Kukum Campus and another one at Panatina Campus. The two canteens are not required to be operated by the same Vendor.
3. You may submit a bid for only one of the canteens by indicating either 'Kukum Campus' or 'Panatina Campus' where specified in the forms OR you may state 'Kukum/Panatina Campus' if you wish to be considered for anyone of the two canteens.
4. Tenderers must comply fully with the requirements set out in this document. All tenders are to be completed in full and submitted accordance with these instructions.
5. Participation in this tender process is open to all interested and eligible Tenderers as specified in the Invitation to Tender notice.
6. The officers responsible for managing the tender process in the Solomon Islands National University and from whom further information can be obtained are:
Wendy Riita Afu & Modesta Terry
Procurement Office, Kukum Campus
Email: procurement@sinu.edu.sb
Phone: (677) 42641
7. Inspection of the canteens can be done between 9am to 4pm on weekdays. Book inspection through the contact provided above.
8. All parties must uphold the highest standards of ethics throughout the tender process and the execution of the contract. No gifts, payments, or other benefits shall be offered to any SINU staff member with decision-making authority or influence. Additionally, no Tenderer shall attempt to influence the outcome of the selection process. Any breach of these conditions will result in immediate disqualification or termination at any stage of the process.
9. The Tenderer's bid comprise of the following:
 - Form 1: Form of Tender
 - Form 2: Tenderer Details
 - Form 3: Tenderer Questionnaire
 - Form 4: Schedule of Goods & Price
10. 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 tender submission. You may also email it to the email provided for a receipt.
11. Tender to be placed in a seal enveloped, marked as instructed and deposited in the Tender Box located at the Vice Chancellor Office at Kukum Campus. Tenders are valid for sixty (60) days.
12. After the closing date the Tenders will be evaluated against the criteria. You may be contacted during the evaluation for further information if required. The two most responsive and qualified tenders will be awarded the contract.

DRAFT CANTEEN TENANCY AGREEMENT

This Agreement is made on _____ between:

- **Solomon Islands National University**, located at Kukum Campus (hereinafter referred to as “University”) represented by Manager of Business Investment & Corporate Services, and
- **[Canteen Vendor Name]**, located at [Vendor Address] (hereinafter referred to as “the Vendor”) represented by the Managing Director.

1. Lease & Premises

- 1.1 The University grants the Vendor permission to operate a retail service business at _____ Campus within the University campus.
- 1.2 The term of this agreement is One (1) year, commencing on [Date, 2025] and ending on [Date, 2026], unless extended or terminated earlier as per the terms herein.

2. Rent & Payment Terms

- 2.1 The vendor shall pay a rental bond of \$7,000 after acceptance and signing of this tenancy agreement.
- 2.2 The Vendor shall pay a monthly rent of SBD \$7,000 to the University, payable at the beginning of each month.
- 2.3 Late payments after 5 working days will incur a penalty of SBD \$100, payable alongside the overdue amount.

3. Operational Hours

- 3.1 The Vendor agrees to operate the canteen during University-approved hours: [6am] to [10pm], Monday to Sunday.
- 3.2 Any changes in operational hours must be approved by the University in writing.

4. Maintenance & Hygiene Standards

- 4.1 The Vendor is responsible for maintaining cleanliness and hygiene in compliance with local health and safety regulations.
- 4.2 Waste disposal and sanitation must follow University guidelines to ensure environmental safety.
- 4.3 The University reserves the right to conduct periodic inspections to ensure compliance with hygiene and maintenance standards

5. Menu & Pricing

- 5.1 The Vendor agrees to offer a diverse menu with reasonable pricing to accommodate students and staff.

5.2 The law prohibits the sale of tobacco products via vending machine, single cigarettes, and small packs of cigarettes. The University create designated smoking areas.

5.3 Goods for sale in the canteens and pricing is as provided in your submission, Form 4: Schedule of Goods & Prices.

5.4 Any changes in items or pricing must be communicated to the University before implementation.

6. Staffing & Employment Regulations

6.1 The Vendor shall employ trained personnel, ensuring compliance with labor laws, including fair wages and working conditions.

6.2 All canteen staff members must adhere to university policies, including dress code and conduct.

6.3 Staff shall conduct their business in a courteous manner. Staff must have clear criminal record and not a former terminated SINU employee.

7. Equipment

7.1 The equipment in the canteen listed below are part of the agreement.

- [List to be finalised]

7.2 The equipment listed remains the property of SINU at all times. This will be used freely by the tenant and to leave the equipment in good working condition at the end of the tenancy agreement, normal wear and tear excluded.

7.3 If the equipment is damaged in any manner other than normal wear and tear, the tenant will be responsible for such lost.

8. Termination Clause

8.1 Either party may terminate this agreement with 30 days' written notice.

8.2 Immediate termination may occur if the Vendor violates health regulations, financial obligations, or university policies.

9. Renewal & Extension

9.1 This agreement may be renewed as per University tendering process

10. Compliance with Laws

10.1 The Vendor agrees to comply with all applicable food safety, business licensing, tax, and employment laws of Solomon Islands.

Signed & Agreed:

SINU Representative: Signature: _____ Date: _____

Canteen Vendor: Signature: _____ Date: _____

Form 1:

FORM OF TENDER

The Chairman
University Tender Board
P.O Box R113
Honiara

Dear Sir,

**TENDER NAME: TENDER FOR LEASE OF CANTEEN AT KUKUM CAMPUS &
PANATINA CAMPUS, TENDER REF NUMBER: ITT/BICS-08/2025**

Having examined this tender documents including reviewing the Lease Agreement and conducting canteen inspection, we the undersigned acknowledged to have understood the requirement of the service and hereby submit our Proposal to Lease _____ Campus Canteen.

We hereby declare that all the information and statements made in our Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We accept that our offer will be valid for 60 days.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the conditions of the tender. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to be fully operational at the proposed date or as agreed.

We understand you are not bound to accept any Proposal you receive.

We remain,
Yours sincerely,

Authorised Signature: _____

Name and Title of Signatory: _____

Name of Tenderer & Seal: _____

Form 2:**TENDERER DETAILS**

Name of Business	
Type of Business	
Nature of Business	
Company Haus Registration Certificate Number	
2025 HCC Business Licence Number	
TIN Number	
Valid Tax Clearance Certificate Number	
Postal Address	
Telephone & Email	
Contact Person/Title & email if different	
Banking Details of tenderer	Bank Name: Bank Account Name: Bank Account Number:

Please attached all the documents requested above. You may also submit your company profile with this form that contains all the necessary documents.

Form 3:

QUESTIONAIR FOR TENDERER

Answer the following questions. If you need more space, please attach the additional pages to this form 3.

1. Do you have any experience in operating a canteen or retail shop? Please provide details including number of years and location.

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2. From experience, a SINU canteen is normally stocked with a minimum amount of \$20,000. Please provide your financial capability to stock the canteens. Submit evidence of funds or stock information that you will use to immediately stock up the canteen.

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3. How many shopkeepers will you hire? Additionally, provide the minimum fortnight pay for the Canteen keeper (s) that you will employ.

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4. Do you have insurance cover for your employees like workers' compensation insurance? Submit a copy.

5. Provide the list of Goods that you propose to sell and the unit price using Form 4 - SCHEDULE OF GOODS & PRICES.

Note that home cooked foods are not allowed for sell in the canteens. Bakery products from HCC Licensed shops can be sold in the canteens.

Item Name Description	Unit	Price (SBD)
E.g. Coca Cola drink 375ml	EA	10.00

Form 4:

SCHEDULE OF GOODS & PRICES

The following items listed are items proposed for sale.

[illegible]

Add more rows as needed.