



BUSINESS INVESTMENT CORPORATION SERVICES

Term of Reference (TOR)

For

Provision of Bus Shuttle Services for Solomon Islands
National University (SINU)

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Tender Name: *Provision of Bus Shuttle Service for the Solomon Islands
National University (SINU) Campuses*

Tender Ref. No.: *EOI/BICS-10/2025*

1. BACKGROUND

SINU is a renowned educational institution with a vibrant campus life, catering to a diverse student this year 2025. The university is committed to providing a conducive learning environment and exceptional facilities to support academic excellence and student well-being. SINU has three campuses in Honiara: Kukum Campus, Ranadi Campus, and Panatina Campus. Employs more than 600 staff and enrolls more than 5,000 student.

Throughout the day, students and staff frequently commute between campuses for classes, meetings, and meals at the dining facilities. To support these daily academic and administrative activities, SINU requires a reliable and safe shuttle service to facilitate transportation across its campuses. This service is vital to ensuring the smooth operation of the University.

The shuttle service provider to charge a minimum amount of busfare for both staff and student and the University will subsidize the cost.

2. OBJECTIVES

The primary objective of this partnership is to ensure timely and convenient transportation for students, thereby reducing the stress and inconvenience associated with commuting. By offering a dedicated shuttle bus service, we aim to:

- Improve student attendance and punctuality.
- Enhance safety and security during transit.
- Reduce traffic congestion and parking issues on campus.
- Promote environmental sustainability through reduced vehicle emissions.

3. SCOPE OF SERVICES

The service provider shall:

- Operate a shuttle service from Monday to Friday, excluding public holidays.
- Provide transportation between 7:00 AM and 6:00 PM daily.

- Ensure buses are roadworthy, clean, and comply with safety standards.
- Provide a driver with a valid license and good professional conduct.
- Personals (driver and assistant) must be able to write and speak good English.
- Maintain a consistent schedule and communicate any disruptions promptly.
- Invoice SINU at the end of the month
- Submit a Shuttle report in a report format to be provided by BICS.

4. SERVICE SCHEDULE

Operating Days: Monday to Friday

Operating Hours: 7:00 AM to 6:00 PM

Bus Capacity: Bus will have a seating capacity of 30 passengers, with additional standing room available.

Frequency: As shown below or to be agreed.

Trip No.	Time	Route (From Kukum Campus)	Return Trip
1st Trip	7:00 AM - 8:30 AM	Kukum → Ranadi → Panatina	Panatina → Ranadi → Kukum
2nd Trip	9:45 AM - 10:00 AM	Kukum → Ranadi → Panatina	Panatina → Ranadi → Kukum
3rd Trip	11:00AM - 11:45 PM	Kukum → Ranadi → Panatina	Panatina → Ranadi → Kukum
Lunch Break	12:00 PM - 1:00 PM	No Service	No Service
4th Trip	1:30 PM - 2:00 PM	Kukum → Ranadi → Panatina	Panatina → Ranadi → Kukum
5th Trip	3:30 PM - 4:00 PM	Kukum → Ranadi → Panatina	Panatina → Ranadi → Kukum
Last Trip	5:30 PM - 6:30 PM	Kukum → Ranadi → Panatina	Panatina → Ranadi → Kukum

To ensure efficiency and convenience, the shuttle buses will run at regular intervals throughout the day:

- Peak Hours: Every 15 minutes during peak times (7:00 AM - 9:00 AM, 5:00 PM - 7:00 PM).
- Off-Peak Hours: Every 30 minutes during off-peak times.

5. COST

The service provider will charge \$2 per student and staff per trip.

The applicant will also proposed the following cost:

1. Daily fuel subsidy
2. Daily service cost subsidy

Submit this in the Price Schedule form in Appendix A.

6. DURATION OF ENGAGEMENT

The initial contract shall be for a period of 1 month and subject to review and to be extended monthly based on performance and budget availability.

7. REPORTING AND OVERSIGHT

The service provider shall:

- Submit a monthly service report including ridership statistics, incidents, and maintenance logs to Manager BICS.
- Coordinate with SINU Bus Shuttle Supervisor for operational matters.

8. PAYMENT TERMS

Payments of fuel and the service will be made monthly upon submission of an invoice and service report.

9. TERMINATION CLAUSE

The University reserves the right to terminate the contract with 14 days written notice in case of non-performance, safety concerns, or budgetary constraints.

10. EVALUATION CRITERIA

Performance will be evaluated based on:

- Registration & Licensing for bus
- Driver/Personals qualification
- Safety, cleanliness, and maintenance schedule of vehicles
- Cost for service

A review of the submissions and vehicle inspections will be part of the evaluation and the most qualified low value Tender will be awarded.

11. SUBMISSION REQUIREMENT

Your submission should include the following:

- Letter of Interest
- Price schedule form (Appendix A)
- Business Profile that include the following:

- Business license and registration and third party insurance details
- Driver's CV and license
- Assistant CV (if to be provided)
- Bus cleaning and maintenance schedule

12. VALIDITY

All submissions shall be valid for 60 days.

13. SUBMISSION

All EOI must be sealed, marked as shown below and deposited in the Tender Box located at the Vice Chancellors Office at Kukum Campus. Electronic submission to be sent to the email: tender.board@sinu.edu.sb

[Tender Number] – [Tender Name]

The Chairman

University Tender Board

Solomon Islands National University

P.O Box 113, Kukum Campus

Honiara

All EOI must be received no later than 4:30pm Solomon time on Thursday 21st August 2025. Late or incomplete submissions may not be considered.

14. CONTACT

Any further questions or concern about this tender must be directed to:

Name: Samson Bisafo, Manager BICS

Email: samson.bisafo@sinu.edu.sb

Phone: +677 42691 or 7549353

Or

Name: Wendy Afu, Chief Procurement Officer

Email: wendy.afu@sinu.edu.sb

Phone: +677 42641 or 7135420

APPENDIX A**PRICE SCHEDULE FORM**

ITEM DESCRIPTION	Amount (SBD)
1. Daily fuel cost subsidy	
2. Daily service cost subsidy	
TOTAL COST SUBSIDY PER DAY	
TOTAL COST IN WORDS	

All cost provided to be inclusive of license fees, any tax, maintenance or any other cost.

Name:	Date:	Sign & Stamp: