



**SOLOMON ISLANDS NATIONAL UNIVERSITY**

## **Invitation to Tender (ITT)**

**For selection of**

**Preferred Suppliers for supply and delivery of  
Office Supplies**

**Lot 1- Stationeries**

**Lot 2 – Toners and Cartridges**

**Tender Reference Number: ITT/FIN-13/2025**

**Issue Date: 2<sup>nd</sup> September 2025**

**Closing Date: Friday 19<sup>th</sup> September 2025**

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## PART A-INTRODUCTION

### Executive summary

Solomon Islands National University (SINU) was established in 2013. Prior to its establishment, it operated as the Solomon Islands College of Higher Education (SICHE), with some of its training schools dating back to before the country's independence in 1978.

SINU comprises five faculties:

- Faculty of Business and Tourism Studies
- Faculty of Science and Technology
- Faculty of Nursing, Medicine and Health Sciences
- Faculty of Agriculture, Fisheries and Forestry
- Faculty of Education and Humanities

The University operates across three campuses: Kukum Campus, Ranadi Campus, and Panatina Campus, with its main administrative office located at Kukum Campus.

To enhance its procurement efficiency, SINU has established a Procurement Office responsible for coordinating strategic purchasing activities. This tender aims to secure high-quality goods and services from reputable suppliers while minimizing total acquisition costs and maximizing value.

### Objective of the Tender

This document is intended to provide SINU with preferred suppliers for supply and delivery of the following Office supplies:

Lot 1- Stationeries

Lot 2-Toners & Cartridges

The Preferred Supplier Agreement is for 12 months beginning on 1<sup>st</sup> October 2025.

### Scope of opportunity

SINU estimates the aggregate spend by the University for Office Supplies at 1 million annually in total. This estimated aggregate spend is based upon historical spend reports of the University. It is only an estimate of possible future volume. No contract resulting from this Tender will guarantee a specific volume of supplies to a Preferred Supplier.

### Selection Criteria

Selection will be based primarily on the lowest cost per unit from eligible suppliers, ensuring value for money in the procurement of goods.

### Tender Schedule

Date	Key step
2 <sup>nd</sup> September 2025	Tender document issued suppliers (Email/download from SINU website)

Date	Key step
19 <sup>th</sup> Sept 2025	<b>Deadline for submission of the Tender via sealed envelope or email by this day at 4.30pm</b>
22 <sup>nd</sup> Sept 2025	Evaluation
27 <sup>th</sup> Sept 2025	Award & Contract

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

#### **Payment for Tender**

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 Finance Cashier or sent to the email address *procurement@sinu.edu.sb* to collect a receipt.

#### **Tender Submission**

Tenders must be delivered in sealed envelopes to the address provided in Part B-Tender Particulars or sent electronically to; *tender.board@sinu.edu.sb* at or before 4.30pm. Late Tenders or incomplete tenders will not be considered.

Preferred Supplier for Office Supplies

#### **The Chairman**

**University Tender Board**

**Solomon Islands National University**

**PO Box R113**

**Honiara**

It must also indicate the name and address of the Tenderer on the reverse of the envelope.

### **PART B-TENDER PARTICULARS**

<b>Closing Date and Time:</b>	Friday 19 <sup>th</sup> September 2025, 4.30 pm local time
<b>Tender address:</b>	The Chairman University Tender Board Solomon Islands National University PO Box R113 Honiara
<b>Tender Box Location:</b>	Office of the Vice Chancellor
<b>Email for Tender Submission:</b>	<i>tender.board@sinu.edu.sb</i>

<b>Tender Administrator:</b>	Wendy Afu Phone: (677) 42790 or (677) 7135420 Email: wendy.afu@sinu.edu.sb
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### **1.0 Eligibility**

The Tender is open to all interested Companies who meet the following minimum criteria:

- i. Legally registered Company with a proper business address/office.
- ii. Good financial standing.
- iv. Compliance to Solomon Islands Law and not blacklisted by SINU, SIG, or any government agency.

### **1.1 Queries regarding ITT**

All queries relating to the Tender must be forwarded in writing to the Tender Board Secretary contact provided in Part B-Tender Particulars.

### **1.2 Amendment of Tender Documents**

At any time prior to the deadline for submission of tenders, the Buyer for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the Tender documents by amendment. All prospective Tenderers will be notified of the amendment in writing and/or the addendum published on the University website and it will be binding on them.

### **1.3 Conflict of Interest**

A Conflict of Interest arises from any event influencing the capacity of a Tenderer from performing in an objective and impartial professional manner, or preventing him, at any moment, from giving priority to the interests of SINU.

A Conflict of Interest also arises from any consideration relating to possible contracts in the future or conflict with other commitments, past, present, of a Tenderer, or any conflict with his own interests. These restrictions also apply to sub-Tenderers and employees of the Tenderer.

There is a conflict of interest if the Tenderer is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

### **1.4 Ethics**

All Tenderers and SINU must uphold the highest ethical standards throughout the procurement and contract execution process.

SINU reserves the right to suspend or cancel any tender if corruption is identified at any stage of the award process.

### **1.5 Confidentiality**

All documents and information supplied in this ITT are confidential and may only be used for the sole purpose of preparing the Tender.

SINU and the tenderer acknowledge and agree to maintain confidentiality during and after the tender process and that all documents and information to be safely stored as per SINU's document retention policy for Tenders.

### **1.6 Closing Date and Time**

Closing date and time is provided in Part B of this ITT.

### **1.7 Validity Period of Tender**

Proposal shall be valid for 60 days from the deadline for submission.

### **1.8 Proposed Procedure after closing date and time**

Following the Closing Date and Time, 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; and
- c) Conduct a site visit to see company's location address and assess any criteria that require physical check.

The Tenderer must agree to:

- a) Provide any clarification on any aspects of the tender;
- b) Provide any revised proposal required; and
- c) Allow site visit by SINU tender evaluators.

SINU reserves the right to select in its absolute discretion one or more bidders with which to enter into negotiations. In addition, a positive response from SINU does not assure a bidder that a contract will be entered into; SINU may discontinue negotiations with a bidder at any time, in its sole discretion.

### **1.9 Acceptance of Tender**

The Tenderer's Proposal will not be deemed to be accepted unless and until the Tenderer and SINU have signed a contract for which the ITT solicit.

## PART C- SCHEDULE OF REQUIREMENT

The Tenderer, having carefully examined and read the ITT, including the sample Form of Agreement and its Appendices (if any), now submits the following schedule of requirement:

### 1.0 Tenderer Details and Required Documents

Please complete the table below and provide copy of Company Registration Certificate, Business Licence, and a Letter from Inland Revenue indicating TIN number.

Requirements	Response
Company Name:	
Company Registration Certificate	
Tax Identification Number (TIN):	
Business Licence No.:	
Company Address:	
Phone Number:	
Fax Number:	
Website:	
Contact Name:	
Contact Position:	
Contact Phone Number:	
Contact E-mail address:	
<sup>1</sup> Company Bank Details: 1. Bank Name 2. Account Number	

### 2.0 Key Management Personal

Provide the key staff in your company that will manage the contract.

Name	Position / Role	Contact Details

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<sup>1</sup> Optional. Required for vendor setup for successful tenderers only.

**3.0 Company Profile**

Provide a brief overview of your business. Alternatively, you may submit your company profile with your schedule submissions.

**4.0 Experience**

Provide information on your companies’ previous contracts of similar nature. Include Referees contact.

Company/Organisation	Year	Goods Supplied	Est. Supplies Value (SBD)	Referee Contact



**5.0 Financial Capability (For new suppliers of SINU only)**

SINU would like to ensure that it engages with a supplier with good financial standing. Provide a summary of your financial accounts for past 2 years.

**6.0 Stock Availability**

Provide the size of stock holding ability of your business for each Lot.

LOT NUMBER	STOCK HOLDING VALUE (SBD)
LOT 1-STATIONARIES	
LOT 2- TONERS & CARTRIDGES	

**7.0 Credit Facility Offer**

Preferred Supplier must provide a reasonable credit facility for the Purchaser. Please tick offer of credit facility your company wish to provide under this Preferred Supplier Agreement.

	Monthly Credit Limit	Tick preferred offer
Offer 1	Unlimited	
Offer 2	200K	
Offer 3	100K	
Offer 4 (others)		Please specify

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**8.0 Price of Goods**

Fill in the best price your company intends to offer under this Contract by filling in Part F or the price template.

## Part E-THE TENDER FORM

Date:

To: The Chairman

University Tender Board Committee

Dear Chairman,

We offer to negotiate in good faith a contract for Preferred Supplier for Office Supplies for the Lots and Goods provided our submission in Part F and/or Price template in accordance with the ITT Documents and the enclosed Proposal Schedules.

The undersigned confirms that we have read and understand Preferred Supplier Agreement provided in Appendix 1 and agrees to be bound by the terms and conditions within if accepted.

We acknowledge and agree that the Proposal will not be deemed to have been accepted unless and until the Preferred Supplier Agreement is signed by SINU.

We agree to abide by this Tender for a Period of 60 days from date of closing, shall remain binding upon us, and may be accepted at any time before the expiration of that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

*Company Name and Seal*

## Part F - SPECIFICATION & PRICE SCHEDULE

*[SINU presume this will consist of the attachments you provided to me in Excel format.]*

### Instruction:

- a. Tenderer may bid for all or part of the Lot
- b. Tenderer may bid for part or all items for a Lot
- c. For ease of evaluation we also request that you send the excel Price Template to the e-mail address provided in Part B-Tender Particulars.
- d. In the event that the soft copy and hard copy do not match, the hard copy will be deemed to be correct.
- e. The University is exempted from duty, goods and sales tax, as stipulated in the SINU Act 2012, section 5, subsection 5, clause C, and the University does not pay duty, pay goods and sales tax.
- f. Pricing offered must remain fixed for a period of the duration of contract.
- g. Wherever applicable please mention the Brand name for which the price has been quoted.
- h. Wherever applicable please mention appropriate Unit for which the price is quoted.
- i. You may add rows for different size of same item with different price.

## **LOT 1- STATIONARIES**

The list of stationaries below are some of the most commonly ordered items. SINU may order other items not in the list.

	Item Description	Unit	Offered Brand, size, or specification If applicable	Unit Price(SBD)
<b>A.</b>	<b>Paper products</b>			
1	Copier paper A4 80gsm white– box of 5 reams	CTN		
2	Copier paper A3 80gsm white– box of 5 reams	CTN		
3	Copier paper A4 80gsm colored– box of 5 reams	Rm		
4	A4 Grid Line Papers	Rm		
5	A4 Lined papers – box of 5 ream	CTN		
6	Brown Paper Roll (Bucher paper)	Roll		
7	White paper roll (Bucher paper)	Roll		
<b>B</b>	<b>Notebooks, Folders, and envelopes</b>			
1	Spiraled notebook A4	Pcs		
2	Spiraled notebook A5	Pcs		
3	Hardcover notebook A4	Pcs		
4	Hardcover notebook A5	Pcs		
5	Hardcover notebook A3	Pcs		

6	Lecture Pad A4	Pcs		
7	Flipchart pad (A1)	Pcs		
8	Lever Arch File A4 7mm spine back	CTN		
9	Manila folders (assorted colors) Pack of 100 or 50	CTN		
10	File Fastener Pack Of 50 (Plastic)	Pkt		
11	Binding hard cover Ream of 50	Rm		
12	Binding plastic cover Ream of 50	Rm		
13	Binding Spiral Mix color of various sizes	Pkt		
14	Sticky notes pad, assorted colors of various sizes	Pkt		
15	Post-it notes, line pad, of various sizes	Pkt		
16	Plain White Envelope, peel seal	Pkt		
17	DL Plain White Envelope clear window	CTN		
18	C4 yellow Envelopes, peel seal, Pack of 50	CTN		
19	C4 yellow Envelopes, peel seal	Pack		
20	C5 yellow Envelopes, peel seal, Pack of 50	CTN		
21	C5 yellow Envelopes, peel seal	Pack		

22	DL yellow Envelopes, peel seal, Pack of 50	CTN		
23	File divider Pack Of 10	1 Pkt		
24	Suspension Files (50/box)	CTN		
25	Log Book A4 Size	1 Pcs		
<b>C</b>	<b>Writing and Graphics</b>			
1	Chalk Plain white or colored, box of 100	Box		
2	Colored pencils, pkt of 12 or more	Pkt		
3	Correction Fluid Pack of 12	Pkt		
4	Staedtler Lumocolor permanent marker pen	EA or Pkt		
5	Staedtler Lumocolor non-permanent marker pen	EA or Pkt		
6	High Lighter (flouro mix colors) Pack of 3 or 4	Pkt		
7	Permanent Maker Assorted Pack of 12	Pkt		
8	Whiteboard marker (Black, Blue, Green & Red) Pack Of 12	Pkt		
9	White Board Duster	Pcs		
10	White Board Liquid Spray eraser	Pcs		
11	Pencil erasers Pack, of 12 or more	Pkt		

12	Pencil HB	Pkt or Pcs		
13	Pencil sharpener Pack	Pkt		
14	Heavy Duty Classroom Pencil Sharpeners	Pcs		
15	Standard Ruler (30Cm) clear plastic	Pcs		
16	Ink Pens (Black, blue, red) box of 12	Pkt		
17	Roller ball Pens (Blue, Red, and Green) box of 12	Pkt		
18	Fine point Pens retractable (Blue, Red, and Green) box of 12	Pkt		
<b>D</b>	<b>Others</b>			
1	Archive Boxes Cnt of 50	CTN		
2	Blu / white tac	Pcs		
3	Calendar (Year)	Pcs		
4	Clear Celo tape clear (m)	Pcs		
5	Clear Celo tape (L)	Pcs		
6	Double sided tape	Pcs		
7	Magic Tape 19mm	Pcs		
8	Dairy Book "YEAR" (A4 FULL BAGE)	Pcs		
9	Dairy Book "YEAR" (A3 FULL BAGE)	Pcs		



10	Calculator Medium size 12 digit	Pcs		
11	Scientific Calculator	Pcs		
12	Fold Back Clips of various sizes	Pkt		
13	Paper clips of various sizes	Pkt		
14	Push Pins (assorted color)	Pkt		
15	Glue stick Box of 12	Pkt		
16	Paper puncher - 60+ sheets	Pcs		
17	Heavy Duty Paper Puncher	Pcs		
18	Stapler Standard Size	Pcs		
19	Long Reach Stapler	Pcs		
20	Stapler Heavy Duty	Pcs		
21	Staple Gun	Pkt		
22	Staple Gun Staples	Pkt		
23	Staple Remover	Pcs		
24	Laminating sheets Ream of 100	Rm		
25	Paper Glue box of 12	Pkt		

26	Batteries AAA alkaline	Pkt			
27	Batteries AA alkaline	Pkt			
28	Stamp Pad Ink (Black, Blue & Red)	Pcs			
29	Stamp Pads	Pcs			
30	Scissors of various sizes	Pcs			
<b>E</b>	<b>Graduation Requirements</b>				
1	Certificate paper	Pcs			
2	Red Certificate Seal, roll/pack of 1,000pcs or 300pcs, size 9	Box			
<b>F</b>	<b>Enrolment Requirements</b>				
1	Blank PVC ID cards	CTN			
2	Blank PVC ID cards	Sleeve			
3	MaGiCard 600 Dye Film, double side, MB250YMCKOK/3	CTN or Pkt			

## **LOT 2-Toner and Cartridges**

Listed below are commonly used toners & cartridges. Please fill in the price offered for this contract and yield.

SINU is exempted from duty and GST for toners thereby the pre-tax price must be pre-tax. Procurement Office will sign C44 on arrival of your shipment to replenish the stock supplied to SINU.

No.	Brand	Toners Details (Items)	Unit	Page Yield	Pre-Tax Unit Price (SBD)			
					Black: \$	Cyan: \$	Magenta: \$	Yellow: \$
	Brother	LC-133	Pcs					
	Brother	LC-233	Pcs					
	Brother	TN-251	Pcs					
	Epson	T05A1 -T05A4	Pcs					
	Epson	T9741-T9744	Pcs					
	Epson	C878R	Pcs					
	Epson	T8581 -T8584	Pcs					
	Epson	T05B1-T05B4	Pcs					
	Epson	902XL	Pcs					
	Epson	902	Pcs					
	HP	HP 17A (CF217A)	Pcs					
	HP	HP 19A (CF219A)	Pcs					
	HP	HP 26A (CF226A)	Pcs					
	HP	HP 30A (CF230A)	Pcs					
	HP	HP 131A (CF210)	Pcs					
	HP	HP 201A (CF400A)	Pcs					

	HP	HP 305A (CE410A)	Pcs					
	HP	HP 410A (CF410A)	Pcs					
	HP	HP 416A	Pcs					
	HP	HP 507A (CE400A)	Pcs					
	HP	HP 651A (CE3408)	Pcs					
	Kyocera	TK-5444	Pcs					
	Kyocera	TK-5494	Pcs					
	Kyocera	TK5244	Pcs					
	Kyocera	TK-6349	Pcs					
	Kyocera	TK-8559	Pcs					
	Kyocera	TK-8519	Pcs					
	Konica Minolta	TN-626	Pcs					
	Konica Minolta	TN-514	Pcs					
	Ricoh	MPC6003S	Pcs					
	Ricoh	MP25015	Pcs					

## APPENDIX 1-SAMPLE PREFERRD SUPPLIER AGREEMENT

This Preferred Supplier Agreement (this "Agreement") is made at Honiara this .....day of ..... 2025.

BETWEEN: **Solomon Islands National University** (the "Buyer") whose head office is located at Kukum Campus ("**SINU**")

AND: **[Supplier Name]** (the "Supplier"), whose head office is located at *[Supplier Address]*, ("**[Supplier Name]**")

Both of whom are herein referred to as the "Parties".

### **WHEREAS:**

- A. The Solomon Islands National University (SINU) was approved as the "Buyer" of the goods from the preferred supplier at the approved price.
- B. The preferred supplier approved as the "Supplier" to supply the goods to the Solomon Islands National University.
- C. Preferred supplier to Supply and Deliver the Goods based on the approved amount in the Purchase Order.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

### **1. General Purpose and Scope.**

- 1.1. Preferred Supplier. Except as otherwise set forth in this Agreement, during the Term of this Agreement, *[Supplier Name]* will be SINU's preferred supplier for *[Name of Category of Goods]* herein also referred to as the "Goods" listed in Schedule A, for use by SINU. The parties may, by written agreement, amend or modify Schedule A to add or delete Goods from time-to-time.

### **2. Obligations of Supplier.**

- 2.1 Supply of Goods (as identified in Schedule A of this Agreement).

2.1.1. During the Term of this Agreement, Supplier will use good faith, reasonable efforts to supply to Buyer all Goods needed by Buyer on a timely basis. Upon receipt of a SINU Purchase Order for the quantity required from Buyer, Supplier will arrange for the supply of the ordered quantity.

## 2.2 Documentation.

2.2.1. Supplier will prepare and deliver to Buyer the following documentation for Goods that Supplier sells to Buyer on receipt of an official Purchase Order:

- a) Invoice for the Goods delivered;
- b) delivery dockets for the Goods delivered to Buyer at the Delivery Place for pickup by Buyer; and
- c) technical product information detailing the specification including warranty for the Goods if applicable.

## 2.3 Warranties.

2.3.1. The Supplier warrants to the Buyer that for a period as stated in the warranty certificate from the Suppliers delivery, the Goods will conform with the Goods' published specifications furnished with the Goods. This warranty shall be void if (i) the goods has been tampered with, modified, abused, neglected, or improperly used, and (ii) the product has been damaged for reasons beyond the supplier's control, such as natural disasters.

## 2.4 Security Interest.

2.4.1. The Supplier retains a security interest in the Goods until paid in accordance to clause 4.2.

## 2.5 Risk of Loss.

2.5.1. Risk of loss will be on the Supplier from the time of delivery to the carrier. The Supplier will provide at its expense, insurance on the Goods insuring the Supplier's and the Buyer's interest as they appear, until payment in full to the supplier.

# 3. Obligations of Buyer

3.1 [Supplier Name] as Preferred Supplier.

3.1.1. Buyer agrees to purchase Goods from Supplier. As its preferred supplier, it is the Buyer's intent to utilize Supplier as its primary supplier for all requirements for its normal operations, however, Buyer reserves the right to purchase similar or identical products from other suppliers based on, among other things, pricing, product

availability, logistics, and special requirements. Buyer will use its commercially reasonable efforts to purchase at least 80% of its annual requirement from Supplier.

### 3.2 Facilitation of Orders.

3.2.1. Buyer will use its good faith, reasonable efforts to provide Supplier the ordered products in a timely manner. Further, Buyer will assist Supplier in arranging for duty exemption requirements for clearance purposes and liaise with Buyer for the delivery if required.

### 3.3. Conformity of Goods.

3.3.1. Buyer will have the right to reject any Goods that do not conform to the quality, specifications and requirements provided by Supplier, and acknowledged by Buyer, by notifying Supplier in writing within five (5) days after Buyer receives the Products.

3.3.2. If Buyer does not notify Supplier that it has rejected a Product within five (5) days after Supplier receives the Goods, then the Goods will be presumed and deemed to be acceptable by Buyer.

### 3.4. Inspection.

3.4.1. Inspection will be made by the Buyer at the time and place of delivery.

## **4. Pricing, Specifications, Payments, and Related Terms**

### 4.1 Price

4.1.1. The prices of products shall be strictly as described in Schedule A. The purchase price shall not include freight/transport, installation, GST, Sales Tax, or any other tax or duty.

### 4.2 Billing and Payments.

4.2.1. Supplier will invoice Buyer for all Goods ordered and delivers to Buyer with supporting documents as outlined in 2.2, unless a separate agreement in writing provides for a partial pre-payment or full pre-payment.

4.2.2. Buyer will pay Supplier the amounts due on each invoice in full within thirty (30) business days after the date of each invoice. All invoices submitted to Buyer by Supplier shall list the items purchased in the same

sequence used in Buyer's Purchase Order. Buyer's Purchase Order Number shall appear on all invoices submitted to Buyer.

#### 4.3 Credit Limit

4.3.1. The Supplier will provide Buyer with a reasonable Credit Limit as a preferred supplier.

### 5. Excuse for Delay or Failure to Perform.

5.1 The Supplier will not be liable in any way for delay, non-delivery or default in shipment due to labour disputes transportation shortage, delays in receipts of material, priorities, fires, accidents and other causes beyond the control of the Supplier of its Goods. If the Supplier, in its sole judgment, will be prevented directly or indirectly, on account of any cause beyond its control, from delivering the Goods at the time specified or within one month after the date of this Agreement, then the Supplier will have the right to terminate this Agreement by notice in writing to the Buyer, which notice will be accompanied by full refund of all sums paid by the buyer pursuant to this Agreement.

### 6. Term and Termination.

#### 6.1 Term.

The term of this Agreement is twelve (12) months starting on the **1st** day of **October 2025**.

#### 6.2 Termination.

6.2.1. The Buyer reserves the right to terminate this Agreement;

4m- x11 If the Suppliers fails to deliver the items on agreeable time with no justification;

- ii. In the event of the Suppliers insolvency or bankruptcy; or
- iii. If the Buyer deems that its prospect of payment is impaired.

#### 6.3. Payments on Termination.

6.3.1. Upon termination of this Agreement, Buyer will immediately pay Supplier all amounts owed to Supplier as of the date of the termination.

#### 6.4 Continuing Obligations.



6.4.1. Upon the termination of this Agreement, the respective obligations of the parties under this Agreement will be of no further force and effect except that obligations or provisions of this Agreement which by their nature are intended to be surviving and continuing with respect to a party will survive the expiration or termination of this Agreement and will remain binding on the party until expressly released by the other party in writing.

## **7. Notices.**

7.1. Any notice to be given or document to be delivered to either the Supplier or Buyer pursuant to this Agreement will be sufficient if delivered personally or sent by prepaid registered mail or by email to the address specified below. Any written notice or delivery of documents will have been given, made and received on the day of delivery if delivered personally, or on the third (3rd) consecutive business day next following the date of mailing if sent by prepaid registered mail:

For the purposes of clause 7.1:

Notices to SINU shall be sent to:

Chief Procurement Officer  
Procurement Department  
Solomon Islands National University  
P O Box R113, Honiara, SI  
Phone: +677 42790  
Email: [procurement@sinu.edu.sb](mailto:procurement@sinu.edu.sb)

Notices to the Supplier shall be sent to:

[Supplier Name]  
[Address]  
Honiara, Solomon Islands  
Phone:  
Email:

## **8. General Provisions.**

8.1. Headings are inserted for the convenience only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

8.2. The Buyer may not assign its right or delegate its performance under this Agreement without the prior written consent of the Supplier, and any attempted assignment or delegation without such consent will be void. An assignment would change the duty imposed by this Agreement, would increase the burden or chance of obtaining performance or payment.

8.3. This Agreement cannot be modified in the way except in writing signed by all the parties to this Agreement.

8.4. This Agreement will be governed by and construed in accordance with the laws of Solomon Islands.

8.5. This Agreement will inure to the benefit of and be binding upon the Supplier and the Buyer and their respective successors and assigns.

8.6. This Agreement may be executed in counterparts. Facsimile and electronic signatures are binding and are considered to be original signatures.

8.7. Time is of essence in this Agreement.

8.8. This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or otherwise. The Buyer acknowledges that it has not relied upon any representations of the Supplier as to prospective performance of the Goods, but has relied upon its own inspection and investigation of the subject matter.

**IN WITNESS WHEREOF**, the Parties hereto have affixed their signatures:

**SIGNED** on behalf of  
**SINU** by

**SIGNED** on behalf of  
**[SUPPLIER]** by

\_\_\_\_\_  
Vice Chancellor  
SINU

\_\_\_\_\_  
Managing Director  
[SUPPLIER]

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by:

Witnessed by:

Signed:

\_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

Signed:

\_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_