



SOLOMON ISLANDS NATIONAL UNIVERSITY

Request for Tenders (RFT) for Provision of Customs Clearance Services

Tender Reference No.: RFT/FIN-14/2025

Closing Date: Friday 26th September, 2025 Time: 4:30 p.m. local time

Late bids will not be accepted.

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A. BACKGROUND

SINU regularly receives incoming shipments through airfreight and sea freight from overseas suppliers, donors, partner universities, and individual contributors. To ensure timely and efficient delivery of shipments, the University seeks to engage dedicated customs clearing agent(s) for a period of two years with possibility for extension for another year.

Funding for this contract will be made available from the University Operation Budget under each of the faculties and departments that will receive the shipment.

B. INSTRUCTION TO TENDERERS

1) OBJECTIVE OF THE TENDER

This Tender Document is prepared to solicit Tenders for the provision of customs clearances for Solomon Islands National University (SINU). Tenderer must comply fully with the requirements set out in this document. All tenders are to be completed and submitted to SINU in accordance with these Instructions.

2) TENDER DOCUMENT

This bidding document consist of the following:

- A. Introduction
- B. Instruction to Tenderers (This section)
- C. Scope of Service
- D. Tender Response Schedules
- E. Service Agreement

3) CONTACT

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

Name: Wendy Riita Afu, Chief Procurement Officer

Or

Name: Modesta Terry, Procurement Support Officer

Email: procurement@sinu.edu.sb

Phone: 42641 or 7135420

4) ELIGIBILITY

Companies or Individuals must demonstrate:

- Locally registered business in Solomon Islands with valid licenses.
- Compliance to Tax by providing a valid Tax clearance certificate.
- Has a customs broker license provided by Solomon Islands Customs
- Demonstrated experience and capability in conducting clearance for past 2 years.

5) CONFLICT OF INTEREST AND ETHICS

All Tenderers and personnel involved in this tender process must adhere to ethical standards and avoid conflicts of interest. Tenderer may submit in writing any conflict of interest before the closing date to the contact provided.

Any Tenderer who engages in unethical conduct or found to have breached a conflict of interest shall be disqualified at any stage of the procurement process.

6) SUBMISSION REQUIREMENTS

- Tender Response Schedules
- Customs Clearance Broker's License
- Cost

7) COST

The Tenderer shall provide all cost/fees in Part D- Schedule 7 for conducting the services as per the scope of service.

8) CLOSING

Closing date for submission of Bid is Friday 26th September 2025, Time: 4:30 p.m. local time.

9) OPENING

The tender will be opened on Monday 1pm on the following week.

Tenderers representative do not need to attend. It will be a private tender opening.

10) BID VALIDITY

Bids submitted will be valid for a period of 60 days.

11) BID SUBMISSION

Duly completed tenders are to be placed in a sealed envelope, marked as below and deposited into the Tender Box on or before the closing time at the Vice Chancellors Office, Kukum Campus.

[Tender Number]: [Tender Name]

Chairman

University Tender Board
Solomon Islands National University
P.O Box R11
Honiara

12) EVALUATION

Contract to be awarded to the Lowest Price Proposal among technically responsive tender.

- Compliance
- Technical Evaluation – 100%
- Financial Evaluation – Price comparison

SINU reserves the right to accept or reject any bid, or to reject all bids at any stage of the procurement process prior to signing of the contract, without incurring any liability or obligation to disclose the reasons for its decision to the affected bidder(s).

13) 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.

C. SCOPE OF SERVICE

The customs clearance agent will be required to carry out the following but not limited to:

1. Assign sufficient qualified staff to ensure timely clearance of SINU shipments, as well as their prompt delivery to location(s) designated by SINU.
2. Prepare Bill of Entries for imported consignment by air or sea.
3. Prepare Bill of Entries for exported consignment for airfreight or sea freight.
4. Carry out inspection and clearances on behalf of the University with Customs and Excise at Honiara Port or Airport and with other designated authority.
5. Prepare Exemption forms and bring to SINU authorized staff signoff and stamping. In this case, it will be either the Chief Procurement Officer, Director Finance or an authorized Procurement Officer.
6. To liaise/attend queries from shipping line/agency with respect to the release of incoming consignment or exported consignment.
7. To promptly notify SINU of any delay caused by the non-availability of documentation(s) or any other facts or bottleneck(s) which might delay customs clearance.

8. To ensure the release of containers within the free days allocated by shipping lines/agency to minimize detention cost.
9. In case of delays due to issues beyond the control of SINU or Service Provider to ensure release of cargoes within maximum of 15 days.
10. To facilitate the deliveries of consignment to the University designated receivers.
11. To provide regular update to SINU Procurement Office on clearance status.
12. Any other cognate duty in regards to customs clearance for the University.

D. TENDER RESPONSE SCHEDULES

You may use the forms/space below or submit in your own format.

SCHEDULE 1: FORM OF TENDER

The Chairman
University Tender Board
P.O Box R113
Honiara

Dear Sir,

TENDER NAME: PROVISION OF CUSTOMS CLEARANCE SERVICES: RFT/FIN-14/2025

Having examined the tender documents, scope of service, and the service agreement, we the undersigned acknowledged to have understood the requirement of the service and hereby submit our Tender.

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

We offer to provide the service according to the fees and charges specified in our Price Schedule.

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

Our Tender is binding upon us and subject to the modifications resulting from contract negotiations.

We undertake, if our Tender is accepted, to perform the service without whenever requested by the Procurement Office.

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

We remain,
Yours sincerely,

Authorised Signature: _____

Name and Title of Signatory: _____

Name of Tenderer & Seal: _____

SCHEDULE 2: TENDERER DETAIL

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

Please attached all the documents requested above. Alternately, may also submit your company profile with all the necessary documents.

SCHEDULE 3: TENDERER BROKER LICENSE

The Tenderer to list and attached appropriate customs broker license or accreditations relevant to carry out the Customs Clearance that is endorsed by Solomon Islands Government, Customs Division.

SCHEDULE 4: INSURANCE

List insurance coverage that your company have for its workers and/or public liability that will be involved in the service.

Attached the copy of certificates.

Type of Insurance & Value
1.
2.

SCHEDULE 5: EXPERIENCE

Service Provider to state any same or similar experience or contract that your firm completed in the last 2 years.

Name of Client	Year	Referee Name & Contact

SCHEDULE 6: PERSONALS & CV

List key staff(s) and personals that will be responsible for the service. Include their CV.

SCHEDULE 6: FACILITIES & RESOURCES

List facilities and equipment your company owned or to be leased for use when providing service for the University.

FACILITIES/VEHICLE OR EQUIPMENT	QUANTITY	OWNED/LEASED

SCHEDULE 7: PRICING

Provide the list of charges/fees for conducting customs clearance service for SINU.

List to include agency fees for clearance of airfreight and sea freight if different, delivery or any logistics costs, local charges if applicable or fees for payment of third party invoices on behalf of SINU, and any other related charges.

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E. SERVICE AGREEMENT

This proposed Agreement document will be used for the service.

This SERVICE AGREEMENT ("SA") is made at Honiara this _____ day of _____ 2025;

BETWEEN:

SOLOMON ISLANDS NATIONAL UNIVERSITY OF P.O. Box R113, Kukum Campus, Honiara ("SINU"),

AND:

[Service Provider Name], [Address], Honiara Solomon Islands ("Initial of Service Provider")

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

Now the Parties agree as follows:

1: Service

1.1. The Solomon Islands National University (SINU) under this agreement, [Service Provider's Name] as preferred supplier to be engaged for provision of customs clearance services for SINU and [Initial of Service Provider] agrees to supply the services to the University on terms and condition specified in this Agreement.

2: Duration

2.1. This agreement is valid for a period of two (2) year and will enter into effect on the date of signing by the Parties. The operation of this agreement may be extended by mutual consent for such period(s) that may be considered desirable by the parties, which period shall be set out in writing in letters of exchange signed by both Parties.

3. [Initial of Service Provider]-Obligation

3.1. [Initial of Service Provider] as a supplier to perform the following responsibilities:

- a. Assign sufficient qualified staff to ensure timely clearance of SINU shipments, as well as their prompt delivery to location(s) designated by SINU.
- b. Prepare Bill of Entries for imported consignment by air or sea.
- c. Prepare Bill of Entries for exported consignment for airfreight or sea freight.
- d. Carry out inspection and clearances on behalf of the University with Customs and Excise at Honiara Port or Airport and with other designated authority.
- e. Prepare Exemption forms and bring to SINU authorized staff signoff and stamping. In this case, it will be either the Chief Procurement Officer, Director Finance or an authorized Procurement Officer.

- f. To liaise/attend queries from shipping line/agency with respect to the release of incoming consignment or exported consignment.
- g. To promptly notify SINU of any delay caused by the non-availability of documentation(s) or any other facts or bottleneck(s) which might delay customs clearance.
- h. To ensure the release of containers within the free days allocated by shipping lines/agency to minimize detention cost.
- i. In case of delays due to issues beyond the control of SINU or Service Provider to ensure release of cargo(s) within 15 days.
- j. To facilitate the deliveries of consignment to the University designated receivers.
- k. To provide regular update to SINU Procurement Office on clearance status.
- l. Any other cognate duty in regards to customs clearance for the University.

4. SINU-Obligation

4.1. SINU to perform the following responsibilities:

- a. Provide all freight information related to inbound/outbound shipment, relevant shipping documentation(s) including contact information (physical address of offices and names of focal points for delivery of shipment(s) and approved tax exemption letter(s), if that is the case.
- b. Give access to [Initial] to enter into the University Campuses, to carry out its responsibility in 3.1.
- c. Collect the invoice and all original copies of the third-Party invoices at completion of each clearance and lodge payment for service rendered.
- d. Pay [Initial of Service Provider] the overall services performed.

5. Legal Obligation

- 5.1. [Initial of Service Provider] to provide legal documentation, including copies of business license and permits approved by the national government and Honiara City Council, prior to commence its operation with SINU.
- 5.2. [Initial of Service Provider] to comply with all statutory requirements.

6. Payment

- 6.1. SINU shall pay [Initial] at the rates stated in the Appendix of the Agreement.
- 6.2. [Initial of Service Provider] shall provide Invoice and all original receipts if any of all third-Party invoices paid on behalf of SINU.
- 6.3. [Initial of Service Provider] shall provide the invoice with all supporting documents for the services rendered.
- 6.4. SINU shall not allowed any payment should [Initial of Service Provider] fail to provide the original invoices and a sign off on receipt of consignment from the University by authorized personal (receiver).

7. Liability

7.1. [Initial of Service Provider] shall indemnify SINU of all costs and/or expenses accruing to SINU on account of negligence in providing the contracted service. The auditable sums for such costs/expenses shall be deducted from the sum due to [Initial] on a monthly basis.

7.2. SINU shall not be responsible for any cost or expenses or liability on any Party arising from the negligence of [Initial of Service Provider] personnel in any of its campuses in any matter unconnected with the provision of the contracted service.

8. Insurance.

8.1. [Initial of Service Provider] and its subsidiaries engagement with the Solomon Islands National University shall be insured by insurers of a recognized insurance company for any unforeseeable losses and risk at any circumstances.

8.2. [Initial of Service Provider] and its subsidiary shall not refused any insurance coverage sought or otherwise applied for or to reject non-renewal of such existing insurance coverage when such coverage expired.

9. Legal effect

9.1. The Parties acknowledge that this Service Agreement is legally enforceable.

10. Termination

10.1. Either Party may terminate this contract upon giving to the other Party one (1) months' notice in writing of its intention to do so.

10.2. In the event of termination, both Parties agree to 'pro rata' basis on any payment due on for any service being performed within the duration.

11. Settlement of disputes

11.1. The Parties agree that any dispute arising out of this contract shall be settled amicably in good faith through consultation or negotiation between the Parties.

12. Confidentiality & Intellectual Property

12.1. The Parties shall not disclose or distribute any confidential information, documents, data received or supplied to the other in the course of the implementation of this agreement to any third party except as authorized in writing to do so by the requesting party. The Parties further agree to recognize each other's intellectual property rights in relation to the performance of the responsibilities of each party under this agreement.

13. Governing law

13.1. The construction, interpretation and enforcement of this Service Contract shall be governed by the laws of Solomon Islands.

14. Force Majeure

14.1. Neither Party shall be held responsible for non-fulfilment of their respective obligations under this agreement due to exigency of one or more of the force majeure events such as, but not limited to, act of God, war, flood, earthquake, strikes, lockouts, epidemics, riots, civil commotion, etc., provided on the occurrence and cessation of any such events, the Party affected thereby shall give a notice in writing to the other Party within 1 (one) month of such occurrence or cessation.

15 .Modification and Amendments.

15.1. This agreement may be varied and/or amended by the mutual agreement of the Parties and any such variation shall be set out in writing and signed by the Parties.

16. Designation of office

16.1. Each party shall designate an office and/or an officer which/who shall serve as liaison for implementing this agreement. Unless the other party is advised in writing, for SINU, this person is the Chief Procurement Officer, Wendy Afu and for 5.1. [Initial of Service Provider], this person is [Title, Name] the respective contacts of these shall be exchanged on signing the agreement.

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

SIGNED on behalf of
SINU by

Professor Transform Aqorau
Vice Chancellor

Date: _____

Witnessed by:
Signed:

Name:

Title: _____

Date: _____

SIGNED on behalf of
[Initial of Service Provider] by

Name
Manager

Date: _____

Witnessed by:
Signed:

Name:

Title: _____

Date: _____