



SOLOMON ISLANDS NATIONAL UNIVERSITY

Request for Tender (RFT) for Provision of Septic Pumping Services

Tender Reference No.: RFT/PFPD-15/2025

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

The Solomon Islands National University (SINU) intends to engage a service provider for the provision of septic pumping services. This service provider will be responsible to carry out septic pumping on staff houses, hostels, and offices whenever required and for some areas on a scheduled basis.

This work involves pumping of septic effluent, desludging of septic, and disposing the bio-waste at disposal site approved by the relevant authority, Honiara City Council (HCC).

B. INSTRUCTION TO TENDERERS

1) OBJECTIVE OF THE TENDER

This Tender Document is prepared to solicit Tenders for the provision of septic pumping services 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 Work
- D. Schedule of Responses
- E. Service Agreement

3) CONTACT

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

Name: Augustine Toremana
Email: augustine.toremana@sinu.edu.sb
Phone: +677 42658 or 7556776
OR
Name: Wendy Afu
Email: procurement@sinu.edu.sb
Phone: +677 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 an agreement with approved disposal from Authority
- Demonstrated experience and capability in provision of septic pumping and desludging of septic pits for over 3 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

- a. Tender Form
- b. Tender Schedule responses
- c. Tenderer Details or Company Profile

7) COST

The Tenderer shall list all charges/fees in Part D – Pricing schedule for conducting the services as per the scope of work.

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 WORK

The selected service provider shall be responsible for, but not limited to, the following duties:

- 1) The Service Provider is responsible for septic pumping for all septic tanks and pit of the University specified in table 1 whenever required by the University Property Facilities & Projects Department.
- 2) Provide septic pumping and desludging as follows:
 - Kitchens - Before start of each semester
 - Hostels – Annually if required.
 - Staff house and Offices – Whenever required.
- 3) Septic pumping shall include pumping effluent and cleaning the pipes to dislodge any obstruction.
- 4) All bio-solid wastes collected and effluent collected during each septic tank pumping and clearance shall be transported and disposed at an HCC-approved disposal site.

- 5) The Service Provider shall provide all labour, materials, equipment, and other facilities required to pump septic tanks and pits.
- 6) The Service Provider when carrying out work must be in standard safety PPE. This includes hand gloves, musk, protective eyeglasses, gumboots and or safety shoes.
- 7) The Service Provider must get all appropriate permits if applicable prior to work and must put up work notice sign and cones around the work area throughout the duration of work.
- 8) Service Provider must comply with the safety policy of the University and applicable safety requirement in Solomon Islands in relation to this service.
- 9) The Service Provider is responsible to provide own appropriate insurance.
- 10) The Service Provider shall be available 24/7 to provide septic pumping services to the University's three campuses.
- 11) The Service Provider shall provide a call number for the Property Facilities & Project Department to call and the Service Provider to respond within 1 hour of notification.

Table 1: List of Septic Tank and Soak Pit

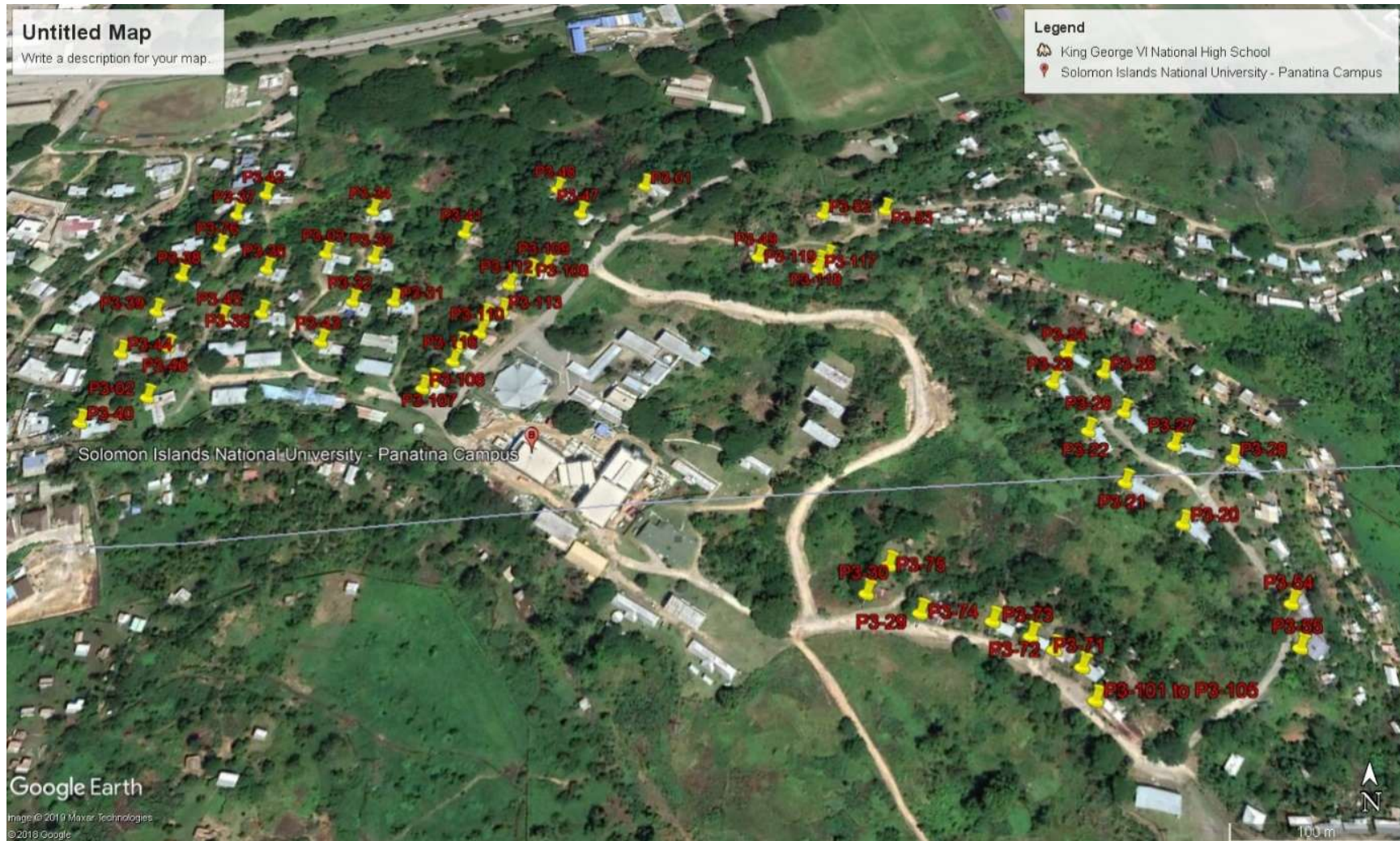
| HOUSE NO. | SEPTIC TANK | SOAK-PIT |
|---|-------------|----------|
| KUKUM STAFF HOUSE, HOSTELS, KITCHEN, OFFICES | | |
| K3-01 | 1 | 1 |
| K3-02 | 1 | 1 |
| K3-03 | 1 | 1 |
| K3-04 | 1 | 1 |
| K3-05 | 1 | 1 |
| K3-06 | 1 | 1 |
| K3-07 | 1 | 1 |
| K3-08 | 1 | 1 |
| K3-20 | 1 | 1 |
| K3-21 | 1 | 1 |
| K3-22 | 1 | 1 |
| K3-23 | 1 | 1 |
| K3-24 | 1 | 1 |
| K3-25 | 1 | 1 |
| K3-26 | 1 | 1 |
| K3-27 | 1 | 1 |
| K3-28 | 1 | 1 |
| K3-29 | 1 | 1 |
| K3-30 | 1 | 1 |
| K3-31 | 1 | 1 |
| K3-32 | 1 | 1 |
| K3-33 | 1 | 1 |
| K3-34 | 1 | 1 |
| K3-35 | 1 | 1 |
| K3-36 | 1 | 1 |
| K3-37 | 1 | 1 |
| K3-38 | 1 | 1 |
| K3-39 | 1 | 1 |

| | | |
|---------------|---|---|
| K3-40 | 1 | 1 |
| K3-41 | 1 | 1 |
| K3-42 | 1 | 1 |
| K3-43 | 1 | 1 |
| K3-44 | 1 | 1 |
| K3-50 | 1 | 1 |
| K3-51 | 1 | 1 |
| K3-52 | 1 | 1 |
| K3-54 | 1 | 1 |
| K3-55 | 1 | 1 |
| K3-56 | 1 | 1 |
| K3-57 | 1 | 1 |
| K3-58 | 1 | 1 |
| K3-59 | 1 | 1 |
| K3-60 | 1 | 1 |
| K3-61 | 1 | 1 |
| K3-62 | 1 | 1 |
| K3-63 | 1 | 1 |
| K3-64 | 1 | 1 |
| K3-65 | 1 | 1 |
| K3-66 | 1 | 1 |
| K3-67 | 1 | 1 |
| K3-68 | 1 | 1 |
| K3-69 | 1 | 1 |
| K3-70 | 1 | 1 |
| K3-71 | 1 | 1 |
| K3-72 | 1 | 1 |
| K3-73 | 1 | 1 |
| K3-74 | 1 | 1 |
| K3-75 | 1 | 1 |
| K3-76 | 1 | 1 |
| K3-81 | 1 | 1 |
| K3-82 | | |
| K3-83 | 1 | 1 |
| K3-84 | | |
| K3-85 | | |
| K3-86 | 1 | 1 |
| K3-87 | 1 | 1 |
| K3-88 | | |
| K3-100 | 1 | 1 |
| K3-101 | 1 | 1 |
| K3-102 | 1 | 1 |
| K3-103 | 1 | 1 |
| K3-104 | 1 | 1 |
| K3-105 | 1 | 1 |
| K3-106 | 1 | 1 |
| K3-107 | 1 | 1 |
| K3-108 | 1 | 1 |
| K3-109 | 1 | 1 |
| K3-110 | | |
| K3-111 | | |
| K3-112 | | |
| K3-113 | | |
| K3-114 | 1 | 1 |
| K3-115 | 1 | 1 |
| K3-116 | 1 | 1 |
| K3-117 | 1 | 1 |
| K3-118 | 1 | 1 |
| K3-119 | 1 | 1 |
| TRANSIT HOUSE | 1 | 1 |
| K2-01 | 1 | 1 |
| K2-02 | 1 | 1 |
| K2-03 | 1 | 1 |
| K2-04 | 1 | 1 |
| K2-05 | 1 | 1 |
| K2-06 | 1 | 1 |
| HR. FINANCE | 1 | 1 |

| | | |
|--|---|---|
| VC OFFICE | 1 | 1 |
| PVCC | 1 | 1 |
| FAFF | 4 | 4 |
| FAFF | 4 | 4 |
| ITEC | 2 | 2 |
| SBM | 3 | 3 |
| TOURISM | 1 | 1 |
| SAS | 1 | 1 |
| PFPD | 2 | 2 |
| BICS | 1 | 1 |
| SURVEY | 1 | 1 |
| KITCHEN | 1 | 2 |
| PANATINA STAFF HOUSES, HOSTELS, KITCHEN & OFFICES | | |
| P3-01 | 1 | 1 |
| P3-02 | 1 | 1 |
| P3-03 | 1 | 1 |
| P3-20 | 1 | 1 |
| P3-21 | 1 | 1 |
| P3-22 | 1 | 1 |
| P3-23 | 1 | 1 |
| P3-24 | 1 | 1 |
| P3-25 | 1 | 1 |
| P3-26 | 1 | 1 |
| P3-27 | 1 | 1 |
| P3-28 | 1 | 1 |
| P3-29 | 1 | 1 |
| P3-30 | 1 | 1 |
| P3-31 | 1 | 1 |
| P3-32 | 1 | 1 |
| P3-33 | 1 | 1 |
| P3-34 | 1 | 1 |
| P3-35 | 1 | 1 |
| P3-36 | 1 | 1 |
| P3-37 | 1 | 1 |
| P3-38 | 1 | 1 |
| P3-39 | 1 | 1 |
| P3-40 | 1 | 1 |
| P3-41 | 1 | 1 |
| P3-42 | 1 | 1 |
| P3-43 | 1 | 1 |
| P3-44 | 1 | 1 |
| P3-45 | 1 | 1 |
| P3-46 | 1 | 1 |
| P3-47 | 1 | 1 |
| P3-48 | 1 | 1 |
| P3-49 | 1 | 1 |
| P3-50 | 1 | 1 |
| P3-51 | 1 | 1 |
| P3-52 | 1 | 1 |
| P3-53 | 1 | 1 |
| P3-54 | 1 | 1 |
| P3-55 | 1 | 1 |
| P3-71 | 1 | 1 |
| P3-72 | 1 | 1 |
| P3-73 | 1 | 1 |
| P3-74 | 1 | 1 |
| P3-75 | 1 | 1 |
| P3-76 | 1 | 1 |
| P3-77 | 1 | 1 |
| P3-106 | 1 | 1 |
| P3-107 | 1 | 1 |
| P3-108 | 1 | 1 |
| P3-109 | 1 | 1 |
| P3-110 | 1 | 1 |
| P3-111 | 1 | 1 |
| P3-112 | 1 | 1 |
| P3-113 | 1 | 1 |

| | | |
|---|---|---|
| P3-115 | 1 | 1 |
| P3-116 | 1 | 1 |
| P3-117 | 1 | 1 |
| P3-118 | 1 | 1 |
| P3-119 | 1 | 1 |
| P2-02 | 1 | 1 |
| P2-03 | 1 | 1 |
| P2-04 | 1 | 1 |
| P3-05 | 1 | 1 |
| P3-06 | 1 | 1 |
| P3-17 | 1 | 1 |
| P3-07 | 1 | 1 |
| P3-08 | 1 | 1 |
| P3-09 | 1 | 1 |
| P3-10 | 1 | 1 |
| P3-11 | 1 | 1 |
| P3-12 | 1 | 1 |
| P3-13 | 1 | 1 |
| P3-14 | 1 | 1 |
| P3-15 | 1 | 1 |
| P3-16 | 1 | 1 |
| RANADI KITCHEN, OFFICES & HOSTEL | | |
| Kitchen. | 1 | 3 |
| Main office | 1 | 1 |
| Staff office | 1 | 1 |
| Fishery 1/ M | 1 | 1 |
| Fishery 2/ FM | 1 | 1 |
| General Ablution | 1 | 1 |
| Cabin 1. | 1 | 1 |
| Cabin 2. | 2 | 2 |

Figure 2: Panatina Staff House Map



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 SEPTIC PUMPING SERVICES: RFT/PFPD-15/2025

Having examined the tender documents, scope of work, 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 offer on Schedule 9: Pricing.

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 Property, Facilities & Projects Department.

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: DISPOSAL SITE

Provide copy of any agreement for disposal site or provide information regarding the disposal site with the relevant authority.

SCHEDULE 4: OCCUPATIONAL HEALTH & SAFETY (OHS) RISK MANAGEMENT

Provide your company's OHS risk management plan or policy, and details of any safe work practices and procedures that will be used in the delivery of the service.

SCHEDULE 5: 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 6: EXPERIENCE

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

| Name of Client | Contract Period (Year) | Referee Name & Contact |
|----------------|------------------------|------------------------|
| | | |
| | | |

| | | |
|--|--|--|
| | | |
|--|--|--|

SCHEDULE 7: PERSONALS & CV

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

SCHEDULE 8: FACILITIES & RESOURCES

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

| FACILITIES/VEHICLE OR EQUIPMENT | QUANTITY | OWNED/LEASED |
|---------------------------------|----------|--------------|
| | | |
| | | |
| | | |
| | | |

SCHEDULE 9: PRICING

Provide the charges/fees per load for provision of septic pumping and desludging services.

Also, state the volume per load.

All charges must include all associated cost to carry out the service including labour, transport, materials and equipment and relevant tax.

E. SERVICE AGREEMENT

Contact Wendy Afu on email: wendy.afu@sinu.edu.sb to request for a copy of the service agreement.