



## **Information & Communications Technology Department**

Tender Name: Preferred Supplier for ICT Equipment to Supply to Solomon Islands National University.

Lot 1 – AIO Desktops

Lot 2 –Laptops

Lot 3 – Printers

Lot 4 – Projectors

Lot 5 – Audio and Visual Equipment

Lot 6 – Remote Internet Equipment

Lot 7 – Other ICT Accessories

Tender Reference No.: ITT ICT/2026/02

**Tender Open Date: 2nd April 2026**

**Closing Date: Monday 20th April 2026 Time: 4:30 p.m. local time**

Late bids will not be accepted.

Tender Fee -\$100

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## **PART A-INTRODUCTION**

### **Executive summary**

SINU invites interested suppliers to submit tender to be considered as a preferred Supplier for ICT Equipment for the University for a 12-month period. Successful applicants will be responsible for the supply and delivery of the equipment as required by the various University Faculties and Departments. The University's annual expenditure for ICT Equipment is approximately SBD 3 million. SINU is the leading higher education institution in the Solomon Islands, dedicated to delivering high-quality education and shaping future leaders. As part of our commitment to excellence, we seek dependable partners capable of providing consistent supply and high-quality ICT Equipment for the University.

### **Objective**

This tender is facilitated to receive interest from eligible companies to be selected as preferred suppliers who, between them, have the capacity and range of ICT Equipment to supply and deliver to SINU as and when required by the University for 12-month period.

### **Selection Criteria**

1. Preliminary Assessment (Yes/No)
  - a) Company Registration: Registered business with valid company Haus Certificate, Valid business Licence, Tax Clearance Certificate, and TIN Number
  - b) Experience: Has 2 years or more experience in supplying ICT Equipment.
  - c) Payment terms: Able to provide 30 days credit facility for SINU.
  - d) Financial Capability: Provide evidence of financial capability to meet this contract.
  - e) Price: Provide Duty and GST Tax free price.

2. Technical Evaluation

All criteria applicable for each lot have equal points and together total to 100%.

- a) Specification: Meet specification
- b) Efficiency & other environmental features: High
- c) Delivery time: Reasonable
- d) Warranty: Provided
- e) Inventory evidence: Has some level of stock available
- f) Dealership/Has supplier: Evidence provided
- g) Installation (If required): Provided
- h) Maintenance/After service (if needed): Provided

3. Financial Evaluation

- a) Competitive Duty and GST Exempted price

**Structure of the Tender**

The Tender consist of 5 parts:

- Part A is an introduction;
- Part B contains certain particulars relating to the Tender, such as closing date and time;
- Part C sets out the terms and conditions governing the Tender;
- Part D Contract;
- Part E Tender Response Schedules

**Tender Submission**

Tenders must be delivered in sealed envelope to the address provided in Part B-Tender Particulars or sent electronically to; tender.board@sinu.edu.sb at or before 4.30 pm on 20<sup>th</sup> April 2026. Late or incomplete tenders will not be considered.

Tender must be sealed in an envelope with the envelope bearing only the following marking:

**ITT ICT/2026/02 –Preferred Supplier for Supply and Delivery of ICT Equipment for SINU**

**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

Closing Date and Time:	Monday 20 April 2026, 4.30pm
Tender address:	The Chairman University Tender Board Solomon Islands National University PO Box R113 Honiara
Tender Box Location for Submission:	Office of the Vice Chancellor
Email for Tender Submission:	tender.board@sinu.edu.sb
Email for Further Inquiries/Clarifications:	Dean Foy Phone: (677) 42837 or (677) 7441760 Email: Director.ICT@sinu.edu.sb
Tender Board Secretary:	Wendy Afu Phone: (677) 42641 or (677) 7135420 Email: wendy.afu@sinu.edu.sb or procurement@sinu.edu.sb

## **PART C—TERMS AND CONDITIONS**

### **1.0 Definition**

In these Tender Terms and condition, and in the other Tender Documents, unless the context otherwise requires:

<b>\$</b>	means Solomon dollars or other acceptable currency
<b>Closing Date and Time</b>	means the date and time set out in the Tender Particulars.
<b>Price</b>	means the amount specified for the goods or services to be provided under the contract which result from this Tender.
<b>Notice</b>	means any notice, consent or other communication given or made under this Tender by the Tenderer or SINU.
<b>Part</b>	means a Part of the Tender.
<b>Proposal</b>	means the documents required by the Tender Documents to be duly completed and executed by or on behalf of the Tenderer, and lodged with SINU in accordance with these Tender Conditions.
<b>Tender Form</b>	means the Tender Form set out in Part E Schedule 1.
<b>Tender Schedules</b>	means the schedules set out in Part E which the Tenderer must complete and provide with its Proposal.
<b>Tender Documents</b>	means this document and all the documents and information forming part of tender, including advertisement and pricing templates.
<b>Tender Board Secretary</b>	means the person specified in the Tender Particulars who is the tender administrator.
<b>Tender Conditions</b>	means those conditions of Tender set out in this Part C.
<b>Tender</b>	means the documents required to be duly completed and executed by or on behalf of the Tenderer and lodged with SINU in accordance with these Tender Conditions;
<b>Tenderer</b>	means a recipient of this document interested to submit a Tender
<b>Work, Goods, Services</b>	means the goods and services or work that the Tenderer would be required to provide and/or perform to comply with its obligations under the Contract.

### **1.1 Eligibility**

The Tender is open to all interested Tenderers, whether local or foreign, that provide similar project of this nature in the last 2 years or more.

### **1.2 Queries regarding Tender**

All queries relating to the tender must be forwarded in writing (email) to the contacts provided in Part B-Tender Particulars.

### **1.3 Amendment of Tender Documents**

At any time prior to the deadline for submission of tenders, SINU 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 posted on our website and it will be binding on them.

### **1.4 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.

If there is any Conflict of Interest to declare, fill details in Schedule 2 – Conflict of interest Declaration.

### **1.5 Ethics**

It is a requirement that both the SINU and Tenderer observe the highest standards of ethics during the procurement and execution of contracts.

In pursuance of its procurement policy, SINU requires that all Tenderers concerned take measures to ensure that no transfer of gifts, payments or other benefits to SINU officials and/or procurement/management staff with decision making responsibility or influence, occur.

SINU reserves the right to suspend or cancel a tender if corrupt practices of any kind are discovered at any stage of the award process. For the purpose of this provision, the terms set forth below shall have the following meaning:

"corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of any staff involved in the procurement of goods and/or services, or the threatening of injury to a person, property or reputation in connection with the procurement process or in contract execution, in order to obtain or retain business or other improper advantage in the conduct of business;

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of SINU, and includes collusive practices among Tenderers (prior to or after submission of tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Buyer of the benefits of free and open competition.

Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Buyer during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties (e.g. suspension from future tender procedures).

Any Tenderer who attempts to influence the outcome of the selection process by discrediting competing applications, or by threatening any member sitting on the selection panel, SINU or any of its staff, or transfers gifts, payments or other benefits to any staff member, or any member sitting on the evaluation panel, will be automatically disqualified from consideration.

### **1.6 Confidentiality**

All documents and information supplied in this Tender are confidential and only be used for the sole purpose of preparing the Tender for, or carrying out, the scope of works.

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.

### **1.7 Closing Date and Time**

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

### **1.8 Validity Period**

Proposals shall be valid for 90 days from the deadline for submission.

### **1.9 Tender Currency**

All National tenders must be presented in Solomon Island Dollars.

### **1.10 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:

- (b) Contact Tenderer Representative to obtain further information in relation to, and otherwise clarify, aspects of tender submission;
- (c) require the Tenderer in writing to revised their tender based on any amendments to specifications or arithmetic errors;
- (d) Arrange a site visit to your warehouse or shop.

The Tenderer must agree to:

- (a) Provide any clarification on any aspects of the Tender;
- (b) Provide any revised pricing if required; and
- (c) Allow site visit if required.

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

#### **1.11 Acceptance of Bid**

The Tenderer's proposal will not be deemed to be accepted unless and until a contract for which the Tender solicit has been signed by the Tenderer and SINU.

#### **1.12 Cost of Bidding**

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the SINU shall not be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

#### **1.13 Tender Fee**

A non-refundable **\$100.00 Tender fee** must be paid into the SINU BSP bank account 9088870419 (Tender fee – Name). Send a copy of the deposit slip to Wendy Afu via email [procurement@sinu.edu.sb](mailto:procurement@sinu.edu.sb) to get a receipt and submit it with your tender.

## **PART D-CONTRACT**

Contact the Tender Board Secretary for copy of the Preferred Supplier Agreement through the email provided in PART B-Tender Particulars.

## **PART E-TENDER RESPONSE SCHEDULES**

The Tenderer, having carefully examined and read the Tender, including the Agreement for use now submits the following schedule requirements:

SCHEDULE 1: TENDER FORM

Date: ..... 2026

To: The Chairman

University Tender Board Committee

Dear Chairman,

We offer to negotiate in good faith a contract for **Preferred Supplier for Supply and Delivery of ICT Equipment** in accordance with the Tender Documents and the enclosed Schedules.

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

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

We agree to abide by this Tender for a Period of 90 days from date of closing and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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

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

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_  
*Company Name/Company Stamp or seal*

SCHEDULE 2: CONFLICT OF INTEREST DECLARATION

To: The Chairman

University Tender Board Committee

Dear Chairman,

I/We would like to declare the following conflict of Interest that will occur or perceived to occur once I/We participated in this tender.

The details of the conflict of interest:

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.....

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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

\_\_\_\_\_  
*Tenderer*

### SCHEDULE 3: TENDERERS DETAILS

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

Requirements	Response
Company Name:	
Company Registration Certificate	
Tax Identification Number (TIN): <i>Submit <u>Tax Clearance letter</u> from IRD</i>	
2026 Business Licence No.:	
Company Address:	
Phone Number:	
Fax Number:	
Website (if applicable):	
Tender Contact Name:	
Contact Position:	
Contact Phone Number:	
Contact E-mail address:	
Contact address if different:	
Bank Account Name:	
Bank Account Number:	



**SCHEDULE 6: FINANCIAL CAPABILITY**

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 or evidence of funds to meet contract requirement.

**SCHEDULE 7: STOCK AVAILABILITY**

Provide information on stock availability or how you will be able to meet the University requirement. Also provide any support letter from Supplier or dealership certificate if applicable.

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**SCHEDULE 8: PAYMENT TERMS**

SINU will prefer to order goods in lots and/or batches, typically upon the issuance of a Purchase Order. Full payment for the delivered goods will be made within 30 days upon complete delivery and acceptance of goods by SINU ICT Department.

Provide the delivery value you are capable to supply at one time.

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**SCHEDULE 9: DELIVERY SCHEDULE**

The delivery address will be:

*Contact Person: Dean Foy, ICT Director  
Location: ICT Department, Kukum Campus, Honiara.*

<b>ITEM Number</b>	<b>Type of Equipment</b>	<b>Shipment method if ordered from abroad (Sea freight or Airfreight)</b>	<b>Delivery time in weeks/months on issue of Purchase Order</b>

## SCHEDULE 10: PRICE SCHEDULE

*Refer to the Price Schedule excel file template provided for specification for each of the items.*

### Instruction

- a. Tenderers may bid for one, several, or all Lots.
- b. Tenderers may bid for one item or all items of a Lot.
- c. The annual quantity is only an estimate of SINU requirement based on past purchase data.
- d. All equipment supplied must be **BRAND NEW**. Refurbished, used, or second-hand equipment will NOT be accepted.
- 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 the duration of the contract and include all costs for supplying, installing, and providing a brief introduction to the use of the equipment (if required).
- g. If installation will require travelling to remote location out of Honiara City, SINU will meet all travelling and accommodation expenses only.
- h. Provide prices in the form below or in the excel price template provided, **Schedule 10-Price Schedule**.
- i. You may provide alternative second option (only 1 permitted). However, for those with full specification provided by SINU, no option required.
- j. Provide full specification of the items you proposed on flyer, brochure, or a separate page if required. This to include warranty, and any other details necessary .

ITEM NUMBER	TYPE OF EQUIPMENT	SPECIFICATION OFFERED	PRE-TAX PRICE (without Duty and GST)		POST TAX PRICE (with Duty and GST)	
			SBD\$	UOM	SBD\$	UOM
LOT 1 – AIO DESKTOP						
ICT-01	Dell AIO Desktop (i5)			SET		SET
ICT-02	Lenovo AIO Desktop (i5)			SET		SET

ICT-03	Dell AIO Desktop (i7)			SET		SET
ICT-04	Lenovo AIO Desktop (i7)			SET		SET
<b>LOT 2 – LAPTOPS</b>						
ICT-05	HP Laptop i5 with Laptop bag & wire-less mouse			SET		SET

ICT-06	Lenovo Laptop i5 with Laptop bag & wire-less mouse			SET		SET
ICT-07	HP Laptop i7 with Laptop bag & wire-less mouse			SET		SET
ICT-08	Lenovo Laptop i7 with Laptop bag & wire-less mouse			SET		SET

LOT 3 - PRINTERS						
ICT-09	Kyocera Desktop Printer (colour) & set toner			SET		SET
ICT-10	Kyocera Desktop Printer (black only) & toner			SET		SET
ICT-11	Kyocera Photocopier (heavy duty printer-colour) & set toner			SET		SET
ICT-12	Kyocera Photocopier (heavy duty printer-black only) & toner			SET		SET
ICT-13	Kyocera photocopier with Finisher (able to bind booklets) & set toner			SET		SET

LOT 4 - PROJECTORS						
ICT-14	Epson Projector (no mounting)			EA		EA
ICT-15	Epson Projector with mounting			SET		SET
LOT 5 - AUDIO & VISUAL EQUIPMENT						
ICT-16	Logitech MeetUp ConferenceCam + Expansion Mic + 10m extention cable			SET		SET
ICT-17	Logitech Brio Ultra HD 4K Webcam			EA		EA
ICT-18	PTZ Camera for Live streaming			EA		EA

ICT-19	Logitech H390 USB Headset			EA		EA
ICT-20	Wireless microphone			EA		EA
ICT-21	65 inch TV Screen with heavy duty stand			SET		SET
ICT-22	Ring light (12 inch Sensyne LED +Tripod)			SET		SET
ICT-23	Wacom one pen tablet			EA		EA

LOT 6 – REMOTE INTERNET EQUIPMENT						
ICT-24	Solar power system set that is compatible to starlink (excl. starlink)			SET		SET
ICT-25	Wireless Access Points Indoor - Ubiquiti UniFi U6-LR			EA		EA
ICT-26	Wireless Access Points Outdoor - Ubiquiti UniFi U6-Mesh			EA		EA
LOT 7 – OTHER ICT ACCESSORIES						
ICT-27	Wired mouse			EA		EA
ICT-28	Wireless mouse			EA		EA

ICT-29	Mouse pad			EA		EA
ICT-30	Computer Key Board			EA		EA
ICT-31	Computer monitor			EA		EA
ICT-32	External Drive - 1 TB			EA		EA
ICT-33	UPS for computer			EA		EA
ICT-34	HDMI cable - 5m			EA		EA
ICT-35	HDMI cable - 10m			EA		EA
ICT-36	HDMI cable - 10m			EA		EA
ICT-37	Display Port to HDMI adapter			EA		EA

# STOP AND CHECK

<b>CHECKLIST</b>		
Your Submission should consist of below documents only.		
1. Completed and signed Tender Form (page 10)	<i>Yes</i>	<i>No</i>
2. Schedule responses (page 10 to 16)	<i>Yes</i>	<i>No</i>
3. Copy of Company Registration Certificate	<i>Yes</i>	<i>No</i>
4. Copy of Valid Business Licence	<i>Yes</i>	<i>No</i>
5. Copy of IRD Certificate with details of TIN number (tax number) Or Tax clearance letter	<i>Yes</i>	<i>No</i>
6. Your detail specifications including warranty for each of the items	<i>Yes</i>	<i>No</i>

