



## **Expression of Interest (EOI)**

**Name of Tender:** Request for Expression of interest for the Provision of Printing Services for Solomon Islands National University (SINU).

**Tender Reference Number:** EOI SINU/2026/02

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### **1. Introduction**

Solomon Islands National University (SINU) invites interested firms to submit Proposal to be considered for preferred suppliers for the Provision of Printing Services for Solomon the University (SINU). The successful applicants will be responsible for the printing of the printing requirement from the University faculties and departments when required.

SINU is the premier higher education institution in the Solomon Islands, committed to providing high-quality education and shaping future leaders. As part of our commitment to excellence, we seek reliable partners who can deliver exceptional printing services to support our various academic and administrative printing needs.

### **2. Objective**

This tender is facilitated to receive applicant from eligible printing companies to select preferred suppliers who, between them, have the capacity, resources and range of skills to provide printed matter particularly booklets, Exam Answer booklets, receipt books (carbon/non-carbon), calendars, and other printing mater.

### **3. Scope of Work**

The scope of work of the preferred suppliers will be as follows:

- a. Provide printing works whenever the University have a printing requirements listed in Appendix 1 at the cost offered in the Schedule.
- b. Participate in Request for Quotes (RFQ) sent by the University for any Printing requirement that the University need but that are not listed in Appendix I.

- c. Print matter to be done according to the specifications in the Pricing Schedule or in individual Request for Quotes (RFQ) within timescales specified or agreed for each job.
- d. SINU will at most times create artwork and provide print-ready files in a required format to the printing company. The printing company must provide SINU with proofs for sign off prior to commencement of actual printing. Approval must be in writing through email or any form acceptable.
- e. Carry out printing and ensure delivery to the respective department of the University that requested for the Job.
- f. Provide appropriate packing of printed matter and labelled with the quantity and any respective information required.
- g. All printed matter designs, logo, and contents are the intellectual property of the University and not to be sold, disseminated to others, or used for any other purpose.
- h. Some of the printing requirement of the University may be sensitive and subject to press embargo. In such circumstances, the University responsible person may notify the printer and the printer must take all possible steps to ensure that relevant information and material is kept secure and confidential.

#### **4. Duration of Contract**

The preferred supplier arrangement for this contract spans a period of twelve (12) months, with the potential for renewal for an additional year based on satisfactory performance.

#### **5. Pricing**

- a. Provide your standard printing price list.
- b. Apart from your standard price list, Appendix I contains printing works that the University required on a regular basis thereby applicants are requested to fill in the Pricing Schedule-Appendix I.
- c. Price offered in Appendix I are fixed for the duration of contract and to be awarded to the low value bidder(s).
- d. Any other booklets or printing requirement not listed in the schedule a separate request for quotation will be conducted to select the supplier for the job from the contracted preferred suppliers.

#### **6. Qualification Criteria**

Bidders must meet the following criteria:

- a. Company Details: Registered business with valid company Haus Certificate, Business Licence, TIN Number, and Bank Account
- b. Experience: Have at least minimum of two years experience in the printing service industry.
- c. Equipment/Production Machinery: Have appropriate equipment for effectively delivery of printing requirements.
- d. Financial Stability: Provide the last 2 years financial report or provide the amount of credit facility that you will provide to SINU per month.

## 7. Submission Requirements

- a. Submit a letter of Interest with your response to each criteria above in section 6. The information can be submitted as part of your company profile
- b. Provide standard printing prices offered by your company and fill and submit the Price Schedule –Appendix I.
- c. A **non-refundable \$100.00 Tender fee** must be paid into the SINU BSP bank account (9088870419) and deposit slip butt or deposit transfer note shown to SINU Finance Cashier or sent to the email address [procurement@sinu.edu.sb](mailto:procurement@sinu.edu.sb) to collect a receipt. The receipt to attach with your tender.

## 8. Evaluation Criteria

### Stage 1: Compliance Check

- Company Status: Legally registered
- Experience: Two years or more
- Completeness of tender: Provide all required information (company profile, machinery/equipment, experience, financial)

### Stage 2: Technical Evaluation

Criteria	Detail	Weighted Score (%)
Service Quality	Quality and consistency of printed materials	30

Technology & Equipment	Availability of modern printing machines and capacity to handle large volumes.	30
Timeliness	Ability to meet deadlines and deliver on schedule.	20
Reliability	Consistency of service and responsiveness to urgent requests.	10
Innovation/Adaptability	Ability to provide new solutions (e.g., eco-friendly printing, digital integration),	10
<b>Total score</b>		<b>100</b>

**Note:** Assessment will include production site visit and samples of printed materials is required to be inspected as part of the evaluation.

Score over 75% will be eligible for final stage of the evaluation.

### **Stage 3: Financial Evaluation**

Price comparison and award to be recommended to the most capable and low cost bidder(s).

## **9. Tender Closing and Submission Details**

- a. Tender will close on Friday 29<sup>th</sup> May 2026 at 4.30pm.
- b. Duly completed tenders are to be placed in a sealed envelope, marked as below and deposited into the Tender Box at the Vice Chancellors Office, Kukum Campus.

The Chairman  
University Tender Board  
SINU, PO Box R113, Honiara

- c. For email submissions, send to: *tender.board@sinu.edu.sb*

## **10. Contact Information**

For any inquiries regarding this tender, please contact in writing:

Name: Wendy Afu or Modesta Terry

Email: [procurement@sinu.edu.sb](mailto:procurement@sinu.edu.sb)

Phone: +677 42641

## APPENDIX I: PRICING SCHEDULE

*These Printing Items provided in this schedule are regularly ordered by the University. Quantity will be determined during order. You are to fill in the price offer for the printing jobs for each item number. The price will be fixed for the duration of the contract.*

### BOOKLETS

ITEM NUMBER	ITEM DESCRIPTION	SPECIFICATION	SAMPLE	EST. ANNUAL QUANTITY (PCS)	UNIT PRICE OFFERED (SBD)
SINU001	Student Examination Answer Booklets	A3 Fold A4, 20 pages, Colour print, back to back. Serially numbered cover with front cover die cut perforated, Collated and saddle stitched.	<i>PDF copy available</i>	12,000	
NUR512	Clinical Booklets: Community Health Assessment Practice	A4, hard cover, 46 pages. Colour, print and bind.	<i>PDF copy available</i>	200	
NUR513	Clinical Booklets: Public Health Clinical Practice	A4, hard cover, 44 pages. Colour, print and bind.	<i>PDF copy available</i>	200	

NUR618	Clinical Booklets: Medical Nursing Practice	A4, hard cover, 122 pages. Colour, print and bind.	<i>PDF copy available</i>	300	
NUR619	Clinical Booklets: Surgical Nursing Practice	A4, hard cover, 123 pages. Colour, print and bind.	<i>PDF copy available</i>	300	
NUR623	Clinical Booklets: Maternal Care Practice	A4, hard cover, 111 pages. Colour, print and bind.	<i>PDF copy available</i>	300	
NUR628	Clinical Booklets: Paediatrics & Speciality Clinical Practice	A4, hard cover, 246 pages. Colour, print and bind.	<i>PDF copy available</i>	300	
NUR633	Clinical Booklets – Rural Clinical Practice	A4, hard cover, 82 pages. Colour, print and bind.	<i>PDF copy available</i>	150	
MED801	Emergency Medicine- Clinical Log Booklet	A4, hard cover, 21 pages. Colour, print and bind.	<i>PDF copy available</i>	150	

MED801	Emergency Medicine - Unit Outline	A4, hard cover, 15 pages. Colour, print and bind.	<i>PDF copy available</i>	200	
MED801	Obstetrics & Gynaecology - Clinical log book	A4, hard cover, 35 pages. Colour, print and bind.	<i>PDF copy available</i>	200	
MED801	Obstetrics & Gynaecology Medicine- Unit Outline	A4, hard cover, 14 pages. Colour, print and bind.	<i>PDF copy available</i>	200	
SINU002	Graduation Certificate Holder	Pouch style, SINU logo blue cover	<i>Sample available</i>	1500	
SINU003	SINU Calendar	Ring bind, landscape calendar, glossy with pictures, Cover plus page for each month.	<i>Sample available</i>	200	
SINU004	SINU Receipt Books	50 sets triplicate, carbon copy	<i>Standard, Sample available</i>	100	