



**Name of Tender: Tender for Preferred Suppliers for Supply of Goods to
SINU BICS Kitchens and Cafés.**

Tender Reference Number: ITT BICS/2026/04

1. Introduction

The Solomon Islands National University (SINU) invites bids from qualified and interested suppliers to be appointed as Preferred Suppliers for the supply of various goods to the Business Investment & Commercial Services (BICS) Kitchens and Café's.

Successful bidders will be responsible for ensuring timely delivery of goods on a daily, weekly, or scheduled basis, as required, to maintain adequate supplies for meal preparation in all the kitchens and Cafes operated by BICS.

The University accommodates over 500 students across 12 dormitories, with the dining hall serving breakfast, lunch, and dinner daily. Additionally, it caters to other students purchasing meal cards for lunch only and the Café provides catering services to SINU and the general public.

2. Objective

This tender aims to solicit bids from reliable suppliers for the supply of various goods to the BICS Kitchen and Cafés operated by BICS. SINU intends to engage several suppliers for the different lots under this contract who between them can supply the required goods required for its daily operation.

3. Scope of Work

The scope of work may include but not limited to the following:

- a) The suppliers will be the preferred suppliers for providing food items and other goods to BICS kitchen and also BICS operated Café within SINU for a term of twelve (12) months.
- b) Suppliers will supply goods under the Lots below depending on their award. List of Goods under each lots are in Appendix I –Price Schedule of this Tender document.

Lot 1 – Fresh and frozen goods (Chicken, Beef, Pork, Fish)

Lot 2 – Fruits and vegetables

Lot 3 – Dry goods

Lot 4 – Beverages (Soft drinks and alcohol & spirits)

Lot 5 – Baked products

Lot 6 – Oil and sauces

Lot 7 – Cleaning & other kitchen items

- c) The Preferred Supplier will provide a quote each month or as requested by an authorised SINU staff for deliveries for the month.
- d) A Purchase Order will be supplied to the Preferred Supplier for delivery.
- e) The delivery schedule will be set through email, on the phone or in person.
- f) During delivery, goods will be subject to the following:
 - Inspection of quality and quantity
 - Weighed for total weight supplied
- g) The supplier to provide a delivery docket with a unique number to SINU for each delivery for the Purchase Order.
- h) The delivery docket(s) must be signed by an authorized SINU staff member upon receipt and acceptance of the goods. A carbon copy of the signed delivery docket(s) should be retained by the supplier.
- i) For the final delivery of the month or the last delivery of the order, the supplier must provide an invoice addressed to BICS.
- j) At the end of each month the preferred supplier sends its Statement of Account (SOA) to SINU Accounts Payable Officer to email FIN.AccountsPayable@sinu.edu.sb
- k) The goods supplied under this contract must be of good quality, correct quantity, and right specification as specified in the order. It may change only upon approval.
- l) The goods must be handled, packaged, and stored correctly to maintain highest degree of hygiene during processing, transportation, and delivery at BICS Kitchen dock area. Any item that does not meet these specifications will be rejected without any cost incurred by SINU.
- m) All Lot 1 items must be frozen and packed in clear package when delivered.

4. Duration of Contract

The duration of supply under this contract is twelve (12) months. Contract will start on 1st November 2026.

5. Price

- a. Bidders will provide their price offer to the schedule of required goods in Appendix I by filling in those they wish to supply.
- b. A clear specification **MUST** be provided. Failure to supply specifications will result in your bid being rejected for the item.
- c. You may bid for one or all lots, or one item or all item of the lot(s).
- d. You may also propose other goods not in the schedule that you can supply to SINU Kitchen or Café.
- e. The items that already have prices in **blue font** are fixed, as recommended by SINU and cannot be modified.
- f. All prices offered by your company shall remain fixed for the duration of the contract and must include transport costs and applicable taxes. Any variation thereafter will only be considered after six (6) months and must remain within a 10% threshold, subject to prior approval.

6. Qualification Criteria

Bidders must meet the following criteria:

- a. **Business Details:** Registered business with valid company Haus Certificate, Business Licence, TIN Number, and Bank Account.
- b. **Experience:** Have experience in providing supplies to organisation or with service of similar nature.
- c. **Consistent Supply:** Demonstrate that they can provide supplies whenever they receive an order through a Purchase Order.
- d. **Financial Stability:** Provide evidence of financial stability to sustain the contract.
Current SINU suppliers do not need to provide this. This is required for new suppliers only.
- e. **Storage and work area** (applicable for Lot 1 Fresh & Frozen only): Have storage like deep freezers, hygienic work bench/area and reliable water supply.
- f. **Tender Fee:** Attach receipt of the **\$50 tender** fee with the submission.

7. Submission Requirements

- a. Submit a letter of Interest with your response to each criteria above in section 6 with your offer in a filled pricing schedule –**Appendix I**.
- b. Provide evidence such as pictures, list of storage equipment for use, bank account details, support letters, brochures, etc. against each criteria.
- c. Alternately you may supply your brief company profile with the details above.
- d. A non-refundable **\$50.00 Tender fee** must be paid into the SINU BSP bank account (9088870419) and deposit slip shown to SINU Finance Cashier or email it to procurement@sinu.edu.sb to collect a receipt. Attach the receipt with your submission.

8. Evaluation Criteria

- a. Proposals will be evaluated based on the following criteria:
 - **Responsive Tender:** Most responsive to the criteria listed above in 6.
Yes/No
 - **Site Inspection:**
 - Lot 1 Fresh and frozen.
Demonstrated evidence to meet OHS for supply of meat products
 - Lot 3 – 7
Demonstrate evidence to have stock and permanent location for operation*Qualified/Not Qualified*
 - **Price Comparative Analysis:** Competitive Price
Yes/No

9. Tender Closing and Submission Details

- a. Tender will close on Friday 18th September 2026 at 4.30pm.
- b. Duly completed tenders to be placed in a sealed envelope, marked as below and deposited into the Tender Box at the Vice Chancellors Office, Kukum Campus.

*ITT BICS/2026/04: Preferred Suppliers for Supply of Goods to SINU BICS
Kitchens and Café.*

Chairman

University Tender Board

SINU, P.O Box R113, Honiara

10. Contact Information

For any inquiries regarding this tender, please contact:

Name: Samson Bisafo (Manager, BICS)

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Office Phone: (677) 42691 Or

Name: Annie Sinclair

Email: procurement@sinu.edu.sb

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APPENDIX I: PRICING SCHEDULE

Instruction:

Fill this form with your price offer or you may use the excel format.

For those items that already have price in **blue font**, the pricing is fixed and recommended by SINU and cannot be altered.

Clear specification **MUST** be provided. Failure to supply specifications will result in your bid being rejected for the item.

No.	Full Description of Goods	Packaging Specification	Unit of Measure (UOM)	Specification offered	Price (SBD)	Unit of Measure
LOT 1 FRESH & FROZEN GOODS						
	<u>Mince</u>					
1	Standard Premium Beef Mince	Ctn	Kg			
2	Chicken Mince	Ctn	Kg			
	<u>Beef Soup Meat</u>					
3	Dice Beef	Pack	Kg			
4	Beef Strip	Pack	Kg			
5	Beef Sirloin Steak	Pack	Kg			

	<u>Chicken</u>					
6	Chicken Drums Stick	Ctn	Ctn			
7	Chicken Wings	Ctn	Ctn			
8	Chicken Whole	Ctn	Kg			
9	Chicken Maryland	Ctn	Ctn			
10	Chicken Breast	Ctn	Kg			
11	Locally Raised Chicken	Single packed	Bird		100.00	Bird
	<u>Pork</u>					
12	Pork Chops	Ctn	Kg			
	<u>Lamb</u>					
13	Lamb Chops	5Kg Pack	Kg			
	<u>Egg</u>					
14	Fresh Egg	Pack of 10's	Pkt			
	<u>Sausage</u>					
15	Chicken Sausage Pkt	Ctn	Ctn			
16	Beef Sausage Pkt	Ctn	Ctn			

	<u>Fish</u>					
17	Reef Fish Steak	Pkt	Kg		70.00	Kg
18	Baracuda Fish Steak	Pkt	Kg		60.00	Kg
19	Yellow Fin Fish Steak	Pkt	Kg		60.00	Kg
20	Albako Fish Steak	Pkt	Kg		60.00	Kg
21	Snapper Steak	Pkt	Kg		70.00	Kg
22	King Fish Steak	Pkt	Kg		90.00	Kg
23	Reef Fish Fillet	Pkt	Kg		100.00	Kg
24	Yellow Fin Fish Fillet	Pkt	Kg		80.00	Kg
25	Albako Fish Fillet	Pkt	Kg		80.00	Kg
26	Snapper Fillet	Pkt	Kg		95.00	Kg
27	King Fish Fillet	Pkt	Kg		120.00	Kg
28	Whole Reef Fish	Pkt	Kg		50.00	Kg
	<u>Other Seafood</u>					
29	Lobster/Cray Fish (Whole)	Pkt	Kg			Kg
	<u>Pre-made Finger Foods</u>					
30	Fish Ball	Pkt	Pkt			
31	Fish Finger	Pkt	Pkt			
32	Chicken Nuggets	Pkt	Pkt			

33	Spring Roll	Pkt	Pkt			
34	Samosa	Pkt	Pkt			
35	Meat Pie (500g).	Ctn	Ctn			
36	French Fries	Pkt	Pkt			
37	Potato Wedges	Pkt	Pkt			
38	Prawns	Pkt	Pkt			
39	Bacon strip/slices.	Ctn	Ctn			
40	Pepperoni	Ctn	Ctn			
41	Salami	Ctn	Ctn			
42	Ham	Ctn	Ctn			
43	Mixed Vegies	Ctn	Ctn			
LOT 2 FRUITS & VEGETABLES						
	<u>Fruits</u>					
44	Banana	Finger	Kg		10.00	Kg
45	Water Melon	Fruit	Kg		10.00	Kg
46	Cucumber	Plastic/Bag	Kg		10.00	Kg
47	Pineapple	Fruit	Kg		10.00	Kg
48	Pawpaw	Fruit	Kg		10.00	Kg
49	Coconut fruit	Fruit	Fruit			Fruit

50	Apple	Ctn	Ctn			
51	Pear	Ctn	Ctn			
52	Orange	Ctn	Ctn			
	<u>Vegetables</u>					
53	Slippery Cabbage	Bale	Pcl		10.00	Pcl
54	Pakchoi	Bale	Pcl		10.00	Pcl
55	Choisum	Bale	Pcl		10.00	Pcl
56	Saladia	Bale	Pcl		10.00	Pcl
57	Ball Cabbage	Bale	Kg		20.00	Kg
58	Long Bean	Bale	Kg		15.00	Kg
59	Shallot	Bale	Pcl		10.00	Pcl
60	Lettuce (2 or 3 bottom)	Bale	Pcl		10.00	Pcl
61	Chinkoa Bean	Pcs	Kg		7.00	Kg
62	Fresh Tomatos	Pkt	Pkt		20.00	Kg
63	Fresh Ginger	Bag	Bag		30.00	Kg
64	Green Pepper (capsicum)	Pkt	Pkt		25.00	Kg
65	Egg Plant	Bag	Kg		10.00	Kg
66	Kangkung	Bale	Pcl		10.00	Pcl
67	Pumpkin Fruits	Kg	Kg		8.00	kg
68	Fresh Lemon	10 kilo Bag	Kg		10.00	kg

69	Fern	Pcl	Pcl		10.00	pcl
70	Carrot	Bag	Bag			
71	Onion	Bag	Bag			
72	Red Onion	Bag	Bag			
73	Garlic Fruit	10kg	Ctn			
	<u>Root Crops</u>					
74	Potato	Bag	Kg		10.00	Kg
75	Cassava	Bag	Kg		10.00	Kg
76	Pana	Bag	Kg		12.00	Kg
77	Yam	Bag	Kg		11.00	Kg
78	Taro	Bag	Kg		12.00	Kg
LOT 3 DRY GOODS						
	<u>Biscuits</u>					
79	Navy Biscuit	72x50g	Ctn			
80	Butter Biscuit	60x55g	Ctn			
81	Coconut Biscuit	60x55g	Ctn			
82	Breakfast Cracker	10kg	Ctn			
83	UBM Cracker	20Packs	Ctn			

	<u>Tinned Food</u>					
84	White Flakes	24x400g	Ctn			
85	White Flakes	48x180g	Ctn			
86	Sandwich Tuna	48x170g	Ctn			
87	Spcial Tuna	48x180g	Ctn			
88	Chilli Tuna	48x180g	Ctn			
89	Mariko Tin Fish (s)	50x150g	Ctn			
90	Luncheon Meat	24x180g	Ctn			
91	Ox Palm	24x340g	Ctn			
92	Globe Steak	24x340g	Ctn			
	<u>Rice</u>					
93	Any brand (provide various brand)	1x9.07kg	Bag			
94	Calrose Bale Rice (provide various brand)	20 x 1kg	Bale			
	<u>Noodle</u>					
95	Pop Mie	24x50g	Ctn			
96	Mamee Noodle (Beef)	30pkts	Ctn			

97	Nissin noodle.	Ctn	Ctn			
98	Spicy noodel.	Ctn	Ctn			
99	Rice noodle.	Pkt	Pkt			
100	Penne pasta.	Pkt	Pkt			
101	Spagitte pasta.	Pkt	Pkt			
102	Fettuccine pasta.	Pkt	Pkt			
103	Ravioli pasta	Pkt	Pkt			
104	Bucatini pasta	Pkt	Pkt			
105	Liguine pasta.	Pkt	Pkt			
106	Fusilli Pasta.	Pkt	Pkt			
	<u>Dairy Products</u>					
107	Instant Whole Milk Powder	1x25kg	Bag			
108	Regular Milk	12x1ltr	Ctn			
109	Anchor Milk Powder	24x400g	Ctn			
110	SS Mayonnaise Regular	12x30oz	Ctn			
111	Meadowlea Butter.	24x500g	Ctn			
112	Country soft butter.	24x500g	Ctn			
113	cream cheese.		Ptk			
114	Condense Milk		Tin			
115	low fat skim milk.		Ctn			

116	soy milk		Ctn			
117	Almond milk.		Ctn			
118	Mozzrolla cheese		Ptk			
119	Cheddar cheese		Ptk			
120	Pamessan cheese		Ptk			
	<u>Other Cooking Goods</u>					
121	Sugar	20x500g	Bales			
122	Salt	1x201Kg	Bale			
123	Milo	12x500g	Ctn			
124	Tea Bag	24x227g	Ctn			
125	Nescafe Coffee	24x100g	Ctn			
126	Jam	12x450g	Ctn			
127	Creamy Peanut Butter	12x450g	Ctn			
128	Plain Flour	1x25Kg	Bag			
129	Corn Flour		Bag			
130	Self Raising Flower	1x25Kg	Bag			
LOT 4 BEVERAGES (Soft drinks, alcohol & Spirits)						
	<u>Soft Drinks</u>					

131	Szeba Water	12x1.5Ltr	Ctn			
132	Blue Water	12x1.5Ltr	Ctn			
133	Vfresh Water	12x1.5Ltr	Ctn			
134	Sasa Water	12x1.5Ltr	Ctn			
135	Cheers Drinks (various flavour)	24x330ml	Ctn			
136	Ace Cola	24x330 Mls	Ctn			
137	PNG Soft Drinks (Cocoa Cola/Fanta/Sprite)	24x330 Mls	Ctn			
138	Szeba drinks (various flavour)	24x300mls	Ctn			
139	Tang (various flavour)	Sleeve	Ctn/Sleeve			
140	U freash drinks (various flavours)					
141	Apple/Mango/Orange Juice (s)	24x200mls	Ctn			
142	Apple/Mango/Orange Juice (L)	24x1L	Ctn			
143	Diet Coke	24x330mls	Ctn			
	<u>Alcohol & Spirits</u>					
144	Solbrew Can	24/ctn	Ctn			
145	Solbrew Bottle	24/ctn	Ctn			
146	SB	24/ctn	Ctn			
147	Canoe Brown	24/ctn	Ctn			
148	Canoe Blue	24/ctn	Ctn			

149	Whiskey Cola	24/ctn	Ctn			
150	McWilliams	Ctn	Ctn			
151	Gossips	Ctn	Ctn			
152	Sweet Whisper	Ctn	Ctn			
153	Roses'e	Ctn	Ctn			
154	Shiraz red wine	Ctn	Ctn			
155	Gordon	Bottle	Bottle			
156	Jim Beam	Bottle	Bottle			
157	Bacardi	Bottle	Bottle			
158	Bailey	Bottle	Bottle			
159	Kaloka	Bottle	Bottle			
160	Jack Daniel	Bottle	Bottle			
161	Blue Turtle	Bottle	Bottle			
162	Johnny Walker	Bottle	Bottle			
LOT 5 BAKED PRODUCTS						
163	White Slice Bread	Loaves	Loaves			
164	Whole Meal Sliced Bread	Loaves	Loaves			
165	Coconut Bread	Loaves	Loaves			
166	Burger Buns	Pkt	Pkt or pcs			
167	Hotdog buns	Pkt	Pkt or pcs			

LOT 6 OIL & SAUCES						
	<u>Oil</u>					
168	Cooking Oil	1x20Ltr	Cont			
169	Cooking Oil	12x1Ltr	Ctn			
170	Olive Oil	12x1Ltr	Ctn			
171	Sesame Oil	12x1ltr or 500ml	Ctn			
172	Tung Chung Brand Sesamee Oil	12x500ml	Ctn			
	<u>Sauces</u>					
173	Mushroom Sauce	24x610mls	Ctn			
174	Soy Sauce	24x610mls	Ctn			
175	Chilli Sauce	12x700g	Ctn			
176	Oyster Sauce	12x710g	Ctn			
177	Tomato Sauce	12x600mls	Ctn			
178	Tomato Paste		Ctn			
179	BBQ Sauce	12x50g	Ctn			
180	Charsiu Sauce	6x80g	Ctn			
181	Fish Sauce	12x275mls	Ctn			

182	ABC Sweet Soy Source (Ketchap Manis)	12x620ml	Ctn			
183	Lee Kum Kee-Panda Brand Hoi Sin Sauce	12x240g	Ctn			
184	Panda Brand Blackbean Sauce	12x266g	Ctn			
185	Coconut Cream Milk	24x400mls	Ctn			
186	Vinegar	12x1Ltr	Ctn			
187	Fresh Honey	Container/Bottle	Container/Bottle			
188	Penne Colavita	24x500g	Ctn			
189	Chinese Shao-Xing Cooking Wine	640ml	Bottle			
190	Green Curry Paste	24x400g	Ctn			
191	SS Diced Tomatoes	12x400g	Ctn			
	<u>Spices</u>					
192	Mix Herbs	72x12G	Ctn			
193	Masala Powder	75g	Pkt			
194	Onion Flakes	2x12.5kg	Ctn			
195	Tumeric Ground	1x15kg	Bag			
196	Pepper Black Ground	6x100g	Ctn			

197	Mix G/ White Pepper	6x100g	Ctn			
198	French Onion	20kg	Ctn			
199	Garlic Powder	10kg	Ctn			
200	Curry Powder	24x90g	Ctn			
201	Beef Booster	1x8Kg	Bkt			
202	Chicken Booster	1x8Kg	Bkt			
LOT 7 CLEANING & OTHER ITEMS						
203	Mortein	12x350g	Ctn			
204	Brown paper bag	4x150mx44cm	Ctn			
205	Coloured shopping bags (provide price for various sizes)		Bundle			
206	Glad Wrap (Largest)	Rolls	Rolls/Ctn			
207	Aluminium Foil (Largest)	Rolls	Rolls/Ctn			
208	Disposal cups (non plastic)	100x sleeve	Ctn			
209	Disposal T/Away Box (non plastic)	1x300Pcs	Ctn			
210	Disposal Fork (non plastic)	40x50s	Ctn			
211	Disposal Spoon (non plastic)	40x50s	Ctn			
212	Rubber bands	100pcs/pkt	Pkt			

213	Tooth Pick	Bottles or pack	Pcs/Box			
214	Hair Nets		Box			
215	Disposal Gloves	Box of 100s	Box			
216	Garbage Bag (provide price of various sizes)		Bale			
217	Premium tissue serviette	Pack of 200s	Pkt/ctn			
218	Kitchen Paper Towel	20x2 Rolls	Pcs			
219	Toilet Paper (2 ply, high absorbent)	10 x 10 or similar	Bale			
220	Jumbo Toilet paper	Bale	Ctn			
221	Axion paste	500g	Ctn			
222	Washing Utensil Liquid	28x500mls	Ctn			
223	Harpic Liquid	12x500mls	Pcs			
224	Ajax Powder	24x300g	Pcs			
225	Floor cleaner (Restaurant grade)	5L	Container			
226	Bleach (1 ltr)		Ctn			
227	Air-refreshner		Ctn			
228	Soft Steeloo	Pack of 6 or more	Box			
229	Rough Steeloo	Pack of 6 or more	Box			

230	Washing Sponge	Pack of 6 or more	Box			
231	Rough Steeloo	Pack of 6 or more	Box			
232	Washing Sponge	Pack of 6 or more	Box			
Name:		Date:		Sign & Stamp:		