



SOLOMON ISLANDS GOVERNMENT

STANDARD TENDER DOCUMENTS

REQUEST FOR PROVISION OF SIG PRINTING SERVICES

Preface

Procurement under projects financed from the Public Funds of the Solomon Islands Government, is carried out in accordance with the procedures laid down in the Procurement and Contract Administration Manual and the SIG Financial Instructions 2010.

This Simplified Standard Competitive Bidding Format for Procurement of Services has been prepared for use by Procuring Entities in the preparation of Requests for Proposals to be procured through Competitive Bidding procedures for tenders estimated to cost over SBD 200,000 and less than SBD 1,500,000. The procedures and practices they convey are in accordance with donors' procedures and have been developed through their international experience.

These Standard Bidding Documents are intended as model lump sum types of Contracts, which are the most common in Services contracting. Lump sum contracts are used in particular for Services which are well defined and are unlikely to change in quantity or specification and where encountering difficult or unforeseen site conditions are unlikely. Lump sum contracts should be used for Services that can be defined in their full physical and qualitative characteristics before bids are called, or where the risks of substantial design or performance variations are minimal. In lump sum contracts, the concept of priced "activity schedules" has been introduced, to enable payments to be made as "activities" are completed. Payments can also be made on the basis of percentage completion of each activity.

Care should be taken to check the relevance of the provisions of the standard documents against the requirements of the specific Services to be procured. The following directions should be observed when using the documents: All the documents listed in the Table of Contents are normally required for the procurement of Services; however, they should be adapted as necessary to the circumstances of the Project.

The methods of advertising shall be determined by the AO of the procuring entity and may include any combination of the following where appropriate and feasible;

- National print media of wide circulation in the Solomon Islands,
- In MoIT web site www.mof.sb/ReportsNew/ProcurementTenders.aspx
- On local radio station(s), posters,
- By distribution through Provincial Governments to provide equal opportunity for province-based suppliers.
- a letter addressed to interested Tenderers who have expressed interest in the Tender for the services for which the Invitation is issued; and
- in major national newspapers in the region.

The advertisement shall identify;

- The procuring entity – **Office of the Prime Minister & Cabinet**
- CTB reference number: CTB
- Name of project: **2026 SIG Printing Services**
- Brief description of works: **2026 Government printing**
- Location of works: **Honiara**
- Address for the collection of tender documents from the procuring entity: **OPMC**
- Cost of tender documents, if any: **\$100.00**
- Closing date and time for submission of bids: **27th August 2026**
- Address for submission of bids. **Procurement Unit, Office of the Prime Minister and Cabinet**

DETAILS TO SUBMIT

No	Details
1	Valid application
2	Active registration
3	Submit on time
4	Business profile
5	Submit unit price
6	Bank statement - 3 months
7	Joint venture details
8	IRD Tax registration certificate
9	Honiara City Council Certificate
10	Total price of similar Jobs previously
11	Evidence of similar jobs last five (5) years
12	Project methodology
13	Team structure & CVs
14	Five (5) years experience
15	Total tender price

Government Printing Services

Solomon Islands Government

Office of the Prime Minister and Cabinet

Tender Reference Number:

Central Tender Board Reference: **CTB CS4/26** .

Name of Project: **2026 Government Printing Services**

The Office of the Prime Minister and Cabinet invites interested eligible Contractors to submit tenders for the Provision of Services for 2026 Printing Services in Honiara. Full details are provided in the attached Technical Specifications and Activity Schedule.

Bidding will be conducted through the Competitive Tendering procedure specified in the SIG Financial Instructions 2010 and the Procurement and Contract Administration Manual and is open to all eligible Tenderers.

Interested eligible Tenderers may obtain further information from *Office of the Prime Minister and Cabinet; Anna Norua on email add: ANorua@pmc.gov.sb* and inspect the Bidding Documents at the address given below *Office of the Prime Minister and Cabinet from 10:00am – 4:00pm, Mondays to Fridays.*

A complete set of Tender documents in English may be obtained by interested Tenderers on the submission of a personal or written application to the address below.

Tenders, comprising the documents identified in the Instruction to Tenderers (ITT), and following requirements of the ITT, must be delivered to the address below at or before **2:00pm Thursday 10th September 2026** Tenders shall be valid for a period of 90 days after the deadline of Tender submission. Late Tenders will be rejected. Tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the address below *at, 2:00pm Thursday 10th September 2026.*

*The Chairperson,
Central Tender Board
LEAF HUT, Ministry of Finance and Treasury
Point Cruz, Mendana Avenue
Honiara, Solomon Islands*



SOLOMON ISLANDS GOVERNMENT

COMPETITIVE BIDDING PROCEDURE

REQUEST FOR PROVISION OF SERVICES FOR 2026 SIG PRINTING SERVICES.

MINISTERIAL Tender Board Reference:

No: 1/1/30

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Section I – Letter of Invitation

Letter of Invitation

Date: 17th August 2026

The Office of the Prime Minister and Cabinet invites interested eligible Contractors to submit tenders for the Provision of Services for the Printing of SIG 2025 official Calendar in Honiara. Full details are provided in the attached Technical Specifications and Activity Schedule.

Bidding will be conducted through the Lowest Responsive Price Competitive Tendering procedure specified in the SIG Financial Instructions 2010 and the Procurement and Contract Administration Manual, and the procedures described in this RFP, and is open to all eligible Tenderers.

Interested eligible Tenderers may obtain further information from *office of the Prime Minister and Cabinet; Anna Norua on and e-mail add: ANorua@pmc.gov.sb* and inspect the Bidding Documents at the address given below *Office of the Prime Minister and Cabinet* from 8:00am – 4:00pm or on the website: www.pmc.gov.sb.

A complete set of Tender documents in English may be obtained by interested Tenderers on the submission of a personal or written application to the address below.

Tenders, comprising the documents identified in the Instruction to Tenderers (ITT), and following the requirements of the ITT, must be delivered to the address below *at or before 2:00pm, Thursday 10th September 2026*. Tenders shall be valid for a period of *90 days* after the deadline of Tender submission. Late Tenders will be rejected. Tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the address below *at 2:00pm, Thursday 10th September, 2026*.

***Central Tender Board
Ministry of Finance & Treasury
P. O. Box 26
Honiara***

Section II – Instructions to Tenderers

Instruction to Tenderers

2.1. General

2.1.1. Scope

The Request for Proposal (RFP) document is for the SIG Printing Services for *Office of the Prime Minister and Cabinet* as specified in the data sheet. Contractors must comply fully with the requirements set out in this document.

2.1.2. Source of Funds

Funding for these services will be made available from the Solomon Islands Budget.

2.1.3. Eligibility

Participation in this tender process is open to all interested eligible tenderers subject to the limitations below.

2.1.4. Restrictions to Eligibility

Organisations or individuals who are prohibited from participation by any act taken in compliance with a decision of the UN Security Council, or those blacklisted by a “watchdog” committee of the Solomon Islands Government, or any international development agency will not be considered.

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

If information provided by the Contractor to support an application, especially regarding past performance and references is falsified, such application will be disqualified from consideration.

2.1.5. Conflict of Interest

Any event influencing the capacity of a candidate contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of the Purchaser. Any consideration relating to possible contracts in the future or conflict with other commitments, past, present, of a candidate contractor, or any conflict with his own interests. These restrictions also apply to subcontractors and employees of the candidate contractor. There is a conflict of interest if compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

2.1.6. Request for Clarification

Any request for clarification must be received by the Purchaser in writing at least **7 days** before the deadline for submission of proposals. The Purchaser will reply to Contractors' questions at least **4 days** before the deadline for submission of proposals. If the Purchaser, either on its own initiative or in response to a request from a Contractor, provides additional information on the proposal document.

Section II – Instructions to Tenderers

such information will be sent in writing to all Contractors who have indicated their intention to submit a proposal.

2.1.7. Amendment of RFP Documents

At any time prior to the deadline for submission of proposals, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Contractor, may modify the RFP documents by amendment. All prospective Contractors will be notified of the amendment in writing and it will be binding on them. The Purchaser may, at their discretion, extend the deadline to allow Contractors reasonable time to take the amendment into account.

The Purchaser may call a pre bid conference as indicated in the BDS, attendance at such a conference is not mandatory. Tenderers, however, are advised to ensure their familiarity with the requirements, location and project for this RfP.

2.1.8. Ethics

It is a requirement that both the Purchaser and prospective Contractors observe the highest standards of ethics during the procurement and execution of contracts.

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

The Purchaser reserves the right to suspend or cancel a proposal 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 officer 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; and

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

Any attempt by a candidate or Contractor to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Purchaser during the process of examining, clarifying, evaluating and comparing proposals will lead to the rejection of his candidacy or proposal and may result in administrative penalties (e.g. suspension).

The contract shall govern the contracting parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

Section II – Instructions to Tenderers

The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Purchaser may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.

All proposals will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses.

2.1.9 Tenderer's Qualifications

All Tenderers shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

All Tenderers shall include the following information and documents with their bids in Section III, unless otherwise stated in the **BDS**:

- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Tenderer;
- (b) total monetary value of Services performed for each of the last five years;
- (c) experience in Services of a similar nature and size for each of the last five years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
- (d) list of major items of equipment proposed to carry out the Contract;
- (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
- (f) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the past five years;
- (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
- (h) authority to the Employer to seek references from the Tenderer's bankers;
- (i) information regarding any litigation, current or during the last five years, in which the Tenderer is involved, the parties concerned, and disputed amount; and
- (j) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price.

To qualify for award of the Contract, Tenderers shall meet the following minimum qualifying criteria:

- (a) annual volume of Services of at least the amount **specified in the BDS**;
- (b) experience as prime contractor in the provision of at least two service contracts of a nature

and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) **as specified in the BDS**;

- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS**;
- (d) a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager; and

Section II – Instructions to Tenderers

- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the **BDS**.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

2.2. Preparation of Proposals

2.2.1. Language

The proposal and all correspondence and documents related to the proposal and exchanged by the Contractor and the Purchaser, must be written in English.

2.2.2. Documents Comprising the Request for Proposal

- Instructions to Tenderers
- Bidding Data Sheet
- Bidding Forms
- Activity Schedule
- Lump Sum Contract
- Performance Specifications and Drawings (if Applicable)

2.2.3. Proposal

All proposals must be presented in **Solomon Island Dollars**. Proposals in any other currency will be rejected.

The technical proposal, which shall **not be more than (6) pages long**, excluding annexes, shall provide the following information:

- a) a brief description of the firm's organisation, legal status (i.e. partnership, sole proprietorship, limited liability company etc), financial turnover and an outline of recent experience on assignments of a similar nature;
- b) any comments or suggestions of the Contractor on the Activity Schedule;
- c) a description of the approach and methodology proposed for undertaking the assignment;
- d) a schedule of the proposed staff team by specialisation, the proposed assignment of tasks for each staff team member and their timing;
- e) detailed CVs duly signed by the proposed managerial staff, and the authorised representative submitting the proposal; and
- f) an activity schedule indicating detailed tasks allocated to proposed team members in line with the approach and detailed methodology. This should also detail estimates of the total staff input (professional and support staff time) needed to carry out the assignment.

The LUMP SUM financial proposal shall be for the Services, as described in Appendix A to the contract and in the Specifications, based on the priced Activity Schedule, submitted by the Tenderer.

Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications and listed in the Activity Schedule. Items for which no rate or price is entered by the Tenderer will not be paid for by the Purchaser when executed and shall be deemed

Section II – Instructions to Tenderers

covered by the other rates and prices in the Activity Schedule.

All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Tenderer.

Contractors will be deemed to have satisfied themselves, before submitting their proposal, as to its correctness and completeness and to have taken account of all that is required for the full and proper performance of the contract and to have included all costs in the rates and prices.

2.2.4. Proposal Validity

Contractors shall be bound by their proposals for a period of **90 days** from the deadline for the submission of proposals. In exceptional cases and prior to the expiry of the original proposals validity period, the Purchaser may ask Contractors in writing to extend this period. Contractors that agree to do so will not be permitted to modify their proposals. If they refuse, their participation in the proposal procedure will be terminated. The successful Contractor will be bound by his proposal for a further period of **30 days** following receipt of the notification that he has been selected.

2.2.5. Format and Signature of Proposal

The Contractor shall prepare one original (marked “**ORIGINAL**”) and the number of copies (marked “**COPY**”) specified in the Data Sheet. The original and all copies of the proposal shall be typed or written in indelible ink and signed by an authorised signatory on behalf of the Contractor. Any alterations or erasures shall only be valid if initialled by the person signing the proposal.

2.2.6. Cost of Proposals

Any costs incurred by the Contractor in preparing and submitting the proposal will not be reimbursed.

2.2.7. Documents Comprising the Proposal

The Proposal submitted by the Tenderer shall comprise the following:

- (a) The Form of Tender (in the format indicated);
- (b) Priced Activity Schedule;
- (c) Qualification Information Form and Documents; and
- (d) any other materials required to be completed and submitted by Tenderers, specified in the BDS

2.2.8 One Tender per Tenderer

Each Tenderer shall submit only one Proposal, either individually or as a partner in a joint venture. A Tenderer who submits or participates in more than one Proposal (other than as a subcontractor) will cause all the proposals with the Tenderer’s participation to be disqualified

2.3. Submission and Opening of Proposals

2.3.1 Date for Submission of Proposals.

Proposals must be received by the Purchaser at the place, time and date specified in the Data Sheet.

Section II – Instructions to Tenderers

2.3.2 Late Submission of Proposals

Any proposal received after the deadline for the submission of proposals will be rejected by the Purchaser and returned unopened to the Contractor. No liability can be accepted for late delivery of proposals.

2.3.3 Submission and Sealing of Proposals

Contractors may submit their proposals by hand and deposit in the tender box at the address indicated in the Data Sheet, the number of copies required is specified in the Data Sheet. The original and the copies of the proposals must be sealed in separate envelopes marked "original" and "copy" and these envelopes enclosed in one single envelope.

Proposals may also be sent by courier and **must** be delivered at the place and by the time specified in section 2.3.1 above. A signed time dated receipt will be issued to couriers delivering proposals on behalf of Contractors. All bids submitted via courier must be received by the deadline of submitting bids

Both "original" and "copy" envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE BID OPENING COMMITTEE."

2.3.4 Ownership of Proposals

The Purchaser retains ownership of all proposals received and Contractors have no right to have their proposals returned, unless the proposal was received after the deadline for submission of proposals.

2.3.5 Modification and Withdrawal of Proposals

A Contractor may modify or withdraw its proposal after the proposal's submission, provided that written notice of the modification, including substitution or withdrawal of the proposal, is received by the Purchaser prior to the required deadline for submission of proposals.

No proposal may be modified after the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Contractor on the Form of Proposal.

2.3.6 Proposal Opening

The proposals will be opened publicly in the place, and at the date and time specified in the Bid Data Sheet, by the committee appointed for the purpose, in the presence of the Contractors' representatives who choose to attend to determine whether the proposals contain all of the required documents and have been properly signed. Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted shall not be opened.

The Tenderers' names, the Bid prices, the total amount of each Bid any discounts, bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Purchaser may consider appropriate, will be announced by the Purchaser at the opening. No bid shall be rejected at bid opening except for the late bids; Bids, and

Section II – Instructions to Tenderers

modifications, that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the tenderers. The name of the Contractor, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Purchaser shall prepare minutes of the public opening.

2.4. Evaluation of Proposals

Prior to the detailed evaluation of bids, the Purchaser will determine whether each Bid (a) meets the defined eligibility criteria in the ITT; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.

A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Purchaser's rights or the Tenderer's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive bids.

If a Bid is not substantially responsive, it will be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation. The Purchaser will evaluate and compare only the bids determined to be substantially responsive in accordance with ITT.

In evaluating the bids, the Purchaser will determine for each Bid the evaluated Bid price by adjusting

the Bid price as follows:

- making any correction for errors pursuant to ITT;
- excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, but including Day work, when requested in the Specifications (or Terms of Reference);
- making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITT.

The Purchaser reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Purchaser will not be taken into account in Bid evaluation.

From the time the proposals are opened to the time the contract is awarded, if any Contractor wishes to contact the Purchaser on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Purchaser in the Purchaser's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Contractor's proposal.

Section II – Instructions to Tenderers

Evaluation of the bids will be carried out by a team of not less than three and not more than five persons including Technical, Financial and Administrative Representative(s) of the Purchaser.

The evaluation committee, appointed by the Purchaser as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Schedule of Requirements, applying the evaluation criteria specified.

2.5. Purchaser's Right to Accept any Proposal and to Reject any or all Proposals

The Purchaser reserves the right to accept or reject any Proposal, and to cancel the bidding process and reject all proposals, at any time prior to the award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Purchaser's action.

2.6 Notification of Award

The Contractor whose Proposal has been accepted will or be notified of the award by the Purchaser prior to expiration of the proposal validity period in writing by letter, or e-mail, confirmed by registered letter from the Purchaser. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Purchaser will pay the Service Provider in consideration of the execution, completion, and maintenance of the Services by the Service Provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price"). The notification of award will constitute the formation of the Contract.

The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Purchaser and the successful Tenderer. It will be signed by the Purchaser and sent to the successful Tenderer along with the Letter of Acceptance. Within 21 days of receipt of the Contract, the successful Tenderer shall sign the Contract and return it to the Purchaser.

Upon fulfilment of contract signature, the Purchaser will promptly notify the unsuccessful Tenderers the name of the winning Tenderer.

If, after notification of award, a tenderer wishes to ascertain the grounds on which its proposal was not selected, it should address its request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Tenderer.

Section IV - Service Provider's Proposal

Data Sheet

	General
2.1	Name of Purchaser: <i>Office of the Prime Minister and Cabinet</i> Method of selection: Lowest Responsive Price The name and reference number of the Invitation for Proposals is: Request for Proposals (RFP) on 2026 SIG Printing Services
2.1.1.	The name and reference number of the Invitation for Proposals is: Request for Proposals (RFP) 2026 SIG Printing Services
2.1.6.	Requests for clarifications must be received within 7 days of deadline for submission at the following address: <i>Office of the Prime Minister and Cabinet, P.O. Box G1 Honiara Tel: 21019 Fax: 28649 Email: ANorua@pmc.gov.sb</i>
2.1.7.	Pre-bid conference meeting will be held: No
	Preparation of Proposals
2.2.5.	The Contractor shall submit one (1) original and one (1) copy of its proposal. For ease of evaluation, the Contractor may also submit soft copies on CD for the technical proposal in Ms Word or PDF included in the envelope for the technical bid, and the financial proposal in Excel included in the envelope for the “Copy” Bid. In case of a difference between soft and hard copies, hard copies shall be applicable.
	Submission and Opening of Proposals
2.3.1.	Proposals must be received before 2:00pm local time on Thursday 10th September 2026 at the following address: <i>Central Tender Board Ministry of Finance & Treasury P. O. Box 26 Honiara</i>
2.3.3.	Submission of proposals by electronic mail or facsimile will not be allowed.

Section IV - Service Provider's Proposal

Service Provider's Proposal

17th August

To: *[name and address of Purchaser]*

Having examined the bidding documents including addenda No, we offer to execute the *[name and identification number of Contract]* in accordance with the Conditions of Contract, specifications, and activity schedule accompanying this Bid for the Contract Price of *[amount in numbers]*, *[amount in words]* *[names of currencies]*.

This Proposal and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Proposal you receive.

We hereby confirm that this Proposal complies with the Proposal validity as required by the tender documents and specified in the Bid Data Sheet.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Proposal, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount Currency	and	Purpose Commission or gratuity
_____	_____		_____
_____	_____		_____
_____	_____		_____
(if none, state "none")			

Authorised Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

Section V – Qualification Information

Qualification Information

- 1. Individual Tenderers or Individual Members of Joint Ventures**
- 1.1 Constitution or legal status of Tenderer: *[attach copy]*
- Place of registration: *[insert]*
- Principal place of business: *[insert]*
- Power of attorney of signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in five years, in the internationally traded currency specified in the BDS: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of Purchaser and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB Sub-Clause 4.3(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to ITB Sub-Clause 4.3(e) and GCC Clause 9.1.

Position	Name	Years of experience	Years of experience
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Section V – Qualification Information

(general)	in proposed position
(a)	
(b)	

- 1.6 Proposed subcontracts and firms involved. Refer to GCC Clause 7.

Sections of the Value of Subcontract Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a)			
(b)			

- 1.7 Financial reports for the last **3 years**: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents.
- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Purchaser.
- 1.10 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

- 1.11 Statement of compliance with the requirements of ITB Sub-Clause 3.2.
- 1.12 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.
- 2. Joint Ventures**
- 2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.
- 2.2 The information in 1.12 above shall be provided for the joint venture.
- 2.3 Attach the power of attorney of the signatory (ies) of the Bid authorising signature of the Bid on behalf of the joint venture.
- 2.4 Attach the Agreement among all partners of the joint venture

Section V – Qualification Information

(and which is legally binding on all partners), which shows that

- (a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
- (b) one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
- (c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

3. Additional Requirements

- 3.1 Tenderers should provide any additional information required in the BDS and to fulfil the requirements of ITB Sub-Clause 4.1, if applicable.

Section VI – Activity Schedule

Activity Schedule

Objectives

The objectives of the Activity Schedule are

- (a) to provide sufficient information on the quantities of Services to be performed to enable bids to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced Activity Schedule for use in the periodic valuation of Services executed.

In order to attain these objectives, Services should be itemised in the Activity Schedule in sufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Activity Schedule should be as simple and brief as possible.

Daywork Schedule

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Activity Schedule, is high. To facilitate checking by the Employer of the realism of rates quoted by the bidders, the Daywork Schedule should normally comprise the following:

- (a) A list of the various classes of Services, labour, materials, and Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Service Provider will be paid for work executed on a daywork basis.
- (b) Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Service Provider's profit, overheads, supervision, and other charges.

Provisional Sums

The estimated cost of specialised work to be carried out, or of special goods to be supplied, by other Service Providers (refer to Clause 8 of the Conditions of Contract) should be indicated in the relevant part of the Activity Schedule as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Employer to select such specialised Service Providers. To provide an element of competition among the bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Service Provider for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Activity Schedule inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

These Notes for Preparing an Activity Schedule are intended only as information for the Employer or the person drafting the bidding documents. They should not be included in the final documents.

Section VII – Letter of Acceptance

Letter of Acceptance

[letterhead paper of the Purchaser]

[date]

To: *[name and address of the Service provider]*

This is to notify you that your Proposal dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Conditions of Contract]* for the Contract Price of the equivalent of **SBD** *[amount in numbers and words]* **Solomon Islands Dollars** as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by our Agency.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract duly signed

Authorised Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Section VIII – Contract

SAMPLE CONTRACT FOR SERVICES

LUMP-SUM CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between Office of **Prime Minister & Cabinet** ("the Client") having its principal place of business at **Mud Alley, Town Ground** and *[insert Contractor's name]* ("the Contractor") having its principal office located at *[insert Contractor's address]*.

WHEREAS, the Client wishes to have the Contractor perform the services hereinafter referred to, and

WHEREAS, the Contractor is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The Contractor shall perform the services specified in Annex A, "Description of Services," which is made an integral part of this Contract ("the Services").
- (ii) The Contractor shall provide the personnel listed in Annex C, "Key Personnel and Sub-contractors," to perform the Services.
- (iii) The Contractor shall submit to the Purchaser the deliverables in the form and within the time periods specified in Annex A Description of Services.

2. Term

The Contractor shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Contractor an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Contractor costs and profits as well as any tax obligation that may be imposed on the Contractor.

B. Schedule of Payments

The schedule of payments is specified below:

[insert amount and currency] upon the Client's receipt of a copy of this Contract signed by the Contractor;

[insert amount and currency] upon the Client's receipt of **XXXXXX**, acceptable to the Client; and

[insert amount and currency] upon the Client's receipt of **XXXXXX**, acceptable to the Client.

Section VIII – Contract

[insert amount and currency] Total

C. Payment Conditions

Payment shall be made in **Solomon Islands Dollars** no later than 30 days following submission by the Contractor of invoices in duplicate to the coordinator designated in paragraph 4.

D. Tax Liability

Where payment is subject SIG tax law, any applicable taxes will be deducted from consultants invoice before payment. The latest information on the relevant withholding taxes and other payables are to be found on the website of the Inland Revenue Department: <http://www.ird.gov.sb>

4. **Project Administration**

A. Coordinator.

The Client designates *Mr. George Hemming, Director Government Communication Unit* as Client's Coordinator; the coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The deliverables listed in Annex A, "Description of Services," shall be submitted during the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. **Performance Standards**

The Contractor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Contractor shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory. If the Contractor after written notice is still considered not performing in accordance with Clause 1" Services", the Client may terminate the contract by written notice.

6. **Confidentiality**

The Contractor shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. **Ownership of Material**

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. **Contractor Not to be Engaged in Certain Activities**

The Contractor agrees that, during the term of this Contract and after its termination, the Contractor and any entity affiliated with the Contractor, shall be disqualified from providing

Section VIII – Contract

goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Contractor will be responsible for taking out any appropriate insurance coverage, including the liability of the Contractor.

10. Assignment

The Contractor shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

11. Law Governing Contract and Language

The Contract shall be governed by the laws of **Solomon Islands**, and the language of the Contract shall be **English**

12. Dispute Resolution

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the **Solomon Islands**.

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FOR THE CLIENT

Signed by _____

Title: _____

Date: _____

FOR THE CONTRACTOR

Signed by _____

Title: _____

Date _____

FOR THE MOFT *for contracts over SBD 100,000*

Signed by _____

Title: _____

Date: _____

Section VIII – Contract

APPENDIX B: LISTING OF SERVICES REQUIRED AND SPECIFICATIONS

SPECIFIC TASKS

Below is the list that outlines items for which the supplier should submit a pricing list based on the lowest or most established number of items to be produced in a single order.

FORMS			
	DESCRIPTION	SPECIFICATION	UNIT PRICE
1	Salary authority (Overtime) TY21/92	A4, White 80gsm, print 1/s in green	
2	Aurion	A4, White 80gsm, print 2/s in green	
BOOKS			
3	Fuel Docket	- A4 size - Self-carbon, 50 sets/Numbered - Side-stitch, tape with h/cover	
4	Solomon Islands Gazette and Supplement to Solomon Islands Gazette	- B5 size, 150 – 300 pages - White 80gsm, print 2/s in black - Cover: Gloss 250gsm, 1/s, cmyk - Perfect Bind	
5	SIG Annual Calendar	- A3 size, 14 pages - Print CYMK, 2/S, Gloss - Calendar bind	
6	Consolidated Annual Report	- A4 size, 120 – 130 pages - Print CYMK, 2/S, Gloss cover - Perfect Bind	
SIG FILES & CARDS			
7	Business Cards	55x90mm - Glossy 250gsm, cmyk	
8	ID Cards	55x90mm, cmyk with holder & lanyard	
9	Christmas Cards	420x148mm, Gloss 250gsm, 2/s, cmyk	

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		• Half-fold	
10	SIG FILES	• A2, Print 1/s, Tinted Boards 200 to 250gsm, fold • Buff, Blue, Red	