



## **SOLOMON ISLANDS GOVERNMENT**

### **PRE-QUALIFIED ARRANGEMENT PROCEDURE**

**SUPPLYING ICT GOODS FOR SOLOMON ISLANDS GOVERNMENT MINISTRIES  
AND AGENCIES.**

Amended as of 20/02/2024

1. The previous Preferred Supplier Agreements ceased on 31<sup>st</sup> December 2023. The new Pre-Qualified Arrangement is in effect from 1<sup>st</sup> January 2024.
2. The Ministry or Agency sends an email Requesting for Quote to the Group Email of Prequalified Suppliers.
  - i. For ICT Equipment (Laptops, Desktops, Desktop Screens, TV Screens, Video Conference, USB devices etc), the SIG Ministry or Agency shall send an email requesting a Quote via [RFQICTEquipment@sig.gov.sb](mailto:RFQICTEquipment@sig.gov.sb)
  - ii. For Printers, the SIG Ministry or Agency shall send an email requesting a Quote to [RFQPrinters@sig.gov.sb](mailto:RFQPrinters@sig.gov.sb)
  - iii. For Toners and Consumable goods, the SIG Ministry or Agency shall send an email requesting a Quote via [RFQToners@sig.gov.sb](mailto:RFQToners@sig.gov.sb)
3. The prequalified supplier can choose to respond to the request for a quote within 7 working days or otherwise at any given time specified by the Ministry on the urgency of their need.
4. Pre-qualified Suppliers shall respond to the Ministry or Agency through the person requesting the RFQ and must always copy the email: [RFQPrequalifiedBid-Submission@sig.gov.sb](mailto:RFQPrequalifiedBid-Submission@sig.gov.sb) for audit purposes. Failure to include this email by the supplier will be considered a breach of terms and conditions.
5. The SIG Ministry or Agency shall evaluate using a comparative bid analysis form and select the most suitable supplier based on the selection criteria provided on the form.
6. To receipt the goods the SIG Ministry or Agency shall follow the standard procurement process by raising a requisition through D365 to Moft. After

undergoing compliance review, an LPO (Local Purchase Order) is printed.

7. Each LPO issue has two copies; copy one is presented to the supplier through the SIG Ministry or Agency and copy two (MoFT copy), is used for receipting and invoicing before returning it to MoFT for payment.
8. To manage accounting for goods delivered, suppliers must deliver ICT Equipment to SIG ICT Services for inspection, Compliance Check, Tagging and Configuration unless otherwise agreed to by SIG ICT Services. Goods are NOT to be delivered directly to the Ministry. Failure to deliver ICT equipment to SIG ICT Services by the supplier will be considered a breach of terms and conditions. This does not apply to Printers and Toners and Consumables, as they can be delivered directly to the Ministries or Agencies.
9. The following documents are required when delivering an ICT equipment to be checked and tagged; a Delivery Docket (stating the number of Items and specifications), copy of the Quote and the copy of the email that was sent when requested for the quote as well as the LPO document.
10. SIG ICT Services shall carry out compliance checks and provide a checklist (Certificate of compliance) to the Ministry or the Supplier for further payment processes. If the specifications of the ICT Equipment do not meet the quote supplied or are below the Minimum Specifications as published by SIG ICT Services, this will be considered a breach of terms and conditions. The Goods will be returned to the Supplier and the LPO not signed off or receipted and no payment will be made to the Supplier.
11. If, during the duration of this Pre-Qualified arrangement, a Supplier has breached the terms and conditions twice (2 times), then the Supplier shall be removed from the list of Pre-Qualified suppliers for the remainder of the Arrangement. The first time is a warning. The second time is removal from the arrangement.
12. This Pre-Qualified Procedure shall only be used for procuring ICT Equipment, printers, toners and consumables with prices ranging from \$5001 to \$100,000 (SBD).