



SOLOMON ISLANDS GOVERNMENT

PRE-QUALIFIED ARRANGEMENT PROCEDURE

**SUPPLYING OF CABLING GOODS FOR SOLOMON ISLANDS GOVERNMENT
MINISTRIES AND AGENCIES.**

Amended as of 06/03/2025

1. The previous Preferred Supplier Agreements ceased on 31st December 2024. The new Pre-Qualified Arrangement is in effect from 27th February 2025.
2. The SIG Ministry or Agency submits a request to SIG ICT Services for the cabling of their office buildings.
3. SIG ICT Services assigns a Team Leader for the cabling project to liaise with the responsible Ministry, conduct an onsite assessment, and design a floor plan according to the Ministry's preferences or seating arrangement
4. SIG ICT Services will email the RFQ to prequalified suppliers for cabling at the group email address RFQCabling@sig.gov.sb along with the floor plan. The email will include the time and date for the onsite visit, as well as the submission deadline. Late submissions will be considered null and void.
5. 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 SIG ICT Services on the urgency of the need.
6. 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 for audit purposes. Failure to include this email by the supplier will be considered a breach of terms and conditions.
7. SIG ICT Services, in collaboration with the responsible SIG Ministry or Agency, shall evaluate the bids using a comparative bid analysis form and select the most suitable supplier based on the provided selection criteria. The evaluation and recommendation report will then be forwarded to the respective Ministry or Agency for final endorsement by the Ministry's PS before the winning bidder is informed and authorized to carry out the job.

8. The winning bidder must provide progress reports to the SIG ICT Services team throughout the project period, along with a sign-off slip for project completion.
9. SIG ICT Services will conduct a final audit of the completed work, complete the SIG ICT Services checklist, and provide sign-off before the deliverables are sent to the Ministries to be attached to the invoice for a smooth payment process. If the cabler fails to deliver as quoted, they will be informed and required to meet the agreed-upon standards before payment can be made. Continued failure to comply will be considered a breach of terms and conditions.
10. SIG ICT Services will provide the following documents to the SIG Ministry or Agency for the payment process: a copy of the quote, a copy of the email requesting the quote, and the completion report certifying that the job has been successfully completed
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 cabling works with prices ranging from \$5001 to \$100,000 (SBD).