

INFORMATION PACK

FOR:

Requests for Expression of Interest for Telekom Provincial Office Improvement (Re-advertised)

RE-ADVERTISEMENT- REQUEST FOR EXPRESSION OF INTEREST FOR TELEKOM PROVINCIAL OFFICE IMPROVEMENT

EOI Number: **TPOI/SS-01 (Re-advertised)**

Solomon Telekom Company Limited (STCL) invites tender applications from interested and licensed construction groups at each provincial Centre to submit bids as below:

- Lata Telekom Office Improvement & Upgrade - TPOI/SS-01D

INSTRUCTIONS FOR SUBMITTING A TENDER TERMS AND CONDITIONS

1. Tender Applications

All tender forms will be identical and have a space for corresponding service by numbering set by Telekom. All relevant service information provided in the Service list must be correctly filled in before submission.

2. Tender Envelope

All tender envelopes must be submitted in **sealed envelopes**, addressed as per Tender Advertisement and hand delivered to either the Mud Alley or Ranadi Phone Shops. Or emailed to tenders-officerenovations@telekom.com.sb before 4:30pm on said date.

3. Single applications

Each item tender must be in its own sealed envelope.

4. No additional terms or conditions

Successful tender applicants may not add their own conditions/terms towards the service that is not set by Telekom and Telekom reserves the right to refuse any applications.

5. Closing date

Tender applications will close on **Friday 14th January 2021** and all applications must be received before 4.30pm at either the Mud Alley or Ranadi Phone Shops in sealed envelopes and addressed as explained. Or emailed to tenders-officerenovations@telekom.com.sb before 4:30pm on said date.

All tender Submission must be in a sealed envelope and MARKED

“TELEKOM PROVINCIAL OFFICE IMPROVEMENT - 09/2021(Re-advertised)” and to be addressed to the:

Head of HR & Support Services
Solomon Telekom Company Limited
PO Box 148, Honiara.

Attention: Manager Property, Security & Fleet

OR

Bids can be emailed to: tenders-officerenovations@telekom.com.sb subject as “Expression of Interest for Telekom Provincial Office Improvements”

Thank you and we look forward to hearing from you.

Scope of Works Required: -

1. General Office renovations
 - a. Repainting Works
 - b. Ceiling Works
 - c. Electrical Works
 - d. Tiling Works (if and where required)
 - e. Plumbing Works
 - f. Fencing Works

Bidders need to include in their Bid Proposal

1. Business Profile
2. Business Registration Certificate
3. Honiara City Council Business License or Provincial Business License
4. TIN
5. At least two (2) Referees
6. Verification of Vaccination

Interested Bidders please contact The Provincial Manager or Senior Provincial Officers of the respective office sites to organize inspection of proposed building site. Tender forms can be emailed upon request tenders-officerenovations@telekom.com.sb

All completed tenders to be submitted through to email tenders-officerenovations@telekom.com.sb with subject as

TENDER BID FORM A

TENDER FOR TELEKOM PROVINCIAL OFFICE IMPROVEMENT

To: Head of HR & Support Services
C/ Solomon Telekom
PO BOX 148
Honiara

RE: SERVICE OF: (tick anyone where applicable for your Bid)

- (Site #1) Tulagi Telekom Office Improvement & Upgrade
- (Site #2) Lata Telekom Office Improvement & Upgrade
- (Site #3) Gizo Telekom Office, Exchange, Radio Hut and Jah Mountain Improvement & Upgrade

- 1 I hereby confirm that I _____
have personally carried out an inspection of Site _____ Site _____
- 2 I hereby tender to provide service as per above and I bid SBD\$ _____
- 3 I understand that this tender must be received by 4:30pm on Friday 19th November 2021
- 4 I hereby enter our details in the table below

Name of Tenderer _____ _____
Address: _____ _____
Contact: _____ Phone: _____ Mobile _____ Email: _____

5 I hereby endorse my bid with my signature below

[]

Signature:

Dated at:(location), this..... day of(month) 2021.

Note: A failure to meet any one of the terms/conditions may result in a rejection of the tenderer's Bid.

RECEIPT ACKNOWLEDGEMENT (STCL USE ONLY)

Receipt of tender by:

Department:

Date of Tender Panel consideration:

Approval: **YES/NO**

Tenders checklist of accompanying documents:

- 1. Bid document**
Outlining standards of services required
- 2. Two (2) Referees**
Proof of prior service delivery experiences and assessment of quality and standards of service provided
- 3. Equipment**
A proof of having maintained and used own equipment necessary for tools of trade for services to be provided to STCL
- 4. Business Registration**
Copy of Relevant and most recent Business Registration certificate from Company House
- 5. Business License**
Copy of Relevant and most recent Business License from Honiara City Council
- 6. TIN Number**
- 7. Business Bank Account Number**
Must be account of business that has applied. Solomon Telekom Company Limited will not be making cash or cheque payments to individuals
- 8. NPF Employer Number**
Evidence of paying NPF contributions for its workers
- 9. Rate Cards**
Cost of services outline
- 10. Quotation or Bid Amount**
Total amount for labor charges and other associated costs.
- 11. Verification of Vaccination**
Include scanned vaccination documents

TENDER CONDITIONS

1. Offers must be submitted to the Head of Support Service, Honiara Solomon Islands.
2. Offers will only be accepted if provided on the specified Tender form (Attached). Verbal offers will not be considered.
3. Tender closes on the time and date specified on the tender advertisement. It is the responsibility of the bidder to ensure that the offer is received by the due date and time given.
4. Late offers will not be accepted unless the advertisement has been re-advertised for an extended period.
5. Our Telekom reserves the right to withdraw provincial office site renovations on Tender from at any time during the process.
6. The bidder shall be deemed to have made his or her offer having consideration of a physical inspection. It is the responsibility of the bidder to inspect the provincial office site on Tender at the time convenient and organized with responsible staff as stated in the advertisement. Bidders **must sign a confirmation of inspection form** to verify physical inspection of provincial office site
7. Our Telekom takes no responsibility for changes to the condition of any provincial office site on Tender following the inspection.
8. The decision of the Tender Panel is final.
9. Our Telekom reserves the right accept or reject the highest tender bid received.
10. Any conditions above and in the information pack that is not adhered to will result in Bid being disqualified and rejected.

