

INFORMATION PACK

FOR:

Requests for Expression of Interest for provision of various services for Solomon Telekom Company Ltd (STCL) Sites.

	Service	EOI Number
1	Security Access Systems Servicing and Maintenance /Intruder Alarm Systems Servicing and Maintenance/ CCTV Systems Servicing and Maintenance	SA/SS-23 IA/SS-23 CCTV/SS-23
2	General Fire Alarm Systems Servicing and Maintenance	GF/SS- 23
3	Fire Fighting Equipment Servicing and Maintenance	FF/SS-23
4	Office Cleaning Service	OC/SS-23
5	Remote Site Interior Cleaning	SC/SS-23
6	Rubbish Disposal Service	RD/SS-23
7	Landscaping Maintenance	LM/SS-23
8	Pool Servicing and Maintenance	PS/SS-23
9	Static Security Service Provision	SS/SS-23
10	Air Condition Servicing and Maintenance	AC/SS-23
11	Termite Treatment	TT/SS-23

INTRUCTIONS FOR SUBMITTING TENDER/ TERMS AND CONDITIONS

1. Tender Applications

All tender forms will be identical and have a space for corresponding service by numbering as set by Our 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** and addressed as per Tender Advertisement.

3. Single applications

Each item tender **must be in its own sealed envelope**. Should bidder intend to tender for more than one service, bidder has to ensure each bid is in its separate 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 Our Telekom as Our Telekom reserves the right to refuse any applications.

5. Closing date

Tender applications will close on **Wednesday 31st May 2023** by **4:30pm**.

Applications can be dropped off at Mud Alley or Ranadi Phone Shops before closing date.

All tender Submission must be in a sealed envelope and addressed as:

“Expression of Interest for Servicing and Maintenance of Telekom Service (specify which service) / EOI Number (specify EOI corresponding Number as outlined in Table1)

Addressed to the:

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

OR

Bids can be emailed to: tenders@telekom.com.sb subject as **““Expression of Interest for Servicing and Maintenance of Telekom Service (state which service) / EOI Number (state EOI corresponding Number as outlined in Table1)”**

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 prior 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 outlined. Normal Servicing or hourly rates. Weekend, Public Holiday or after hour rates. Emergency situation rates
- 10. Quotation or Bid Amount**
Total amount for labour charges and other associated costs.
- 11. Verification of Vaccination**
Include scanned vaccination documents of all workers to be on site for provision of services.
- 12. (Only applicable for those applying for Security Systems Servicing and Maintenance)** Experience with Tecom Security Systems, Forcefield Systems, Auto Sliding Gates Installation and Maintenance

Site Inspection:

There will be an arranged site visit as per schedule below:-

Day	Date	Time	Sites	Services
Friday	19.05.23	10:00am – 2:00pm	Start at Ranadi	As advertised
Tuesday	23.05.23	10:00am – 2:00pm	TBC	As advertised
Thursday	25.05.23	10:00am – 2:00pm	TBC	As advertised
Tuesday	30.05.23	10:00am – 2:00pm	TBC	As advertised

Interested bidders do call 43357 or 43399 to register your attendance by **Thursday 18th May 2023.**

TENDER BID FORM

TENDER FOR VARIOUS SERVICES AS OUTLINED IN TABLE 1 IN INFORMATION PACK ABOVE.

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

	Service	EOI Number	Bid Amount	Sites
1	Security Access Systems Servicing and Maintenance/ Intruder Alarm Systems Servicing and Maintenance/ CCTV Systems Servicing and Maintenance	SA/SS-23 IA/SS-23 CCTV/SS-23		Ranadi Complex Offices , Telekom House Offices, Management Residences, Remote Sites
2	General Fire Alarm Systems Servicing and Maintenance	GF/SS- 23		Ranadi Complex Offices, Telekom House Offices, Remote Sites, Provincial Offices
3	Fire Fighting Equipment Servicing and Maintenance	FF/SS-23		Ranadi Complex Offices, Telekom House Offices, Remote Sites, Provincial Offices
4	Office Cleaning Service	OC/SS-23		Ranadi Complex Offices & Telekom House Offices
5	Remote Site Interior Cleaning	SC/SS-23		Honiara Remote Sites Only
6	Rubbish Disposal Service	RD/SS-23		Ranadi Complex Offices , Telekom House Offices, Management Residences, Remote Sites
7	Landscaping Maintenance	LM/SS-23		Ranadi Complex Offices , Telekom House Offices, Management Residences, Remote Sites
8	Pool Servicing and Maintenance	PS/SS-23		Management Residences
9	Static Security Service Provision	SS/SS-23		Management Residences, 2 x Remote Sites Only
10	Air Condition Servicing and Maintenance	AC/SS-23		Ranadi Complex Offices , Telekom House Offices, Management Residences, Remote Sites
11	Termite Treatment	TT/SS-23		Ranadi Complex Offices , Telekom House Offices, Management Residences, Honiara & Provincial Remote Sites

NOTE: Please submit separate Tender Forms for each service that you are intending to submit EOI for.

- 1 I hereby confirm that I _____ have personally carried out an inspection of the sites ()
- 2 I hereby tender to provide service as per above and I bid SBD\$ _____ For Sites: _____ ()
- 3 I understand that this tender must be received by **4:30pm on 31st May 2023** ()
- 4 I hereby enter our details in the table below ()

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

- 5 I hereby endorse my bid with my signature below ()

Signature:

Dated at:, this..... day of2022.

Note: A failure to meet any one of the terms/conditions may result in a rejection of bid.

RECEIPT ACKNOWLEDGEMENT (STCL USE ONLY)

Receipt of tender by:

Department:

Date of Tender Panel consideration:

Approval: **YES/NO**

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 due date has been extended.
5. The bidder shall be deemed to have made his or her correct offer having consideration of a physical inspection of site. It is the responsibility of the bidder to 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 sites that services will be provided at
6. Our Telekom takes no responsibility for changes to the condition of ablutions design changes or alterations to the site for construction following the inspection.
7. The decision of the Tender Panel is final.
8. Our Telekom reserves the right accept or reject the highest tender bid received.
9. Any conditions above and in the information pack that is not adhered to will result in Bid being disqualified and rejected.

Schedule 1 – Services & Scope

	Service	Scope
1	Security Access Systems Servicing and Maintenance Intruder Alarm Systems Servicing and Maintenance CCTV Systems Servicing and Maintenance	1. Quarterly Servicing and Maintenance for Honiara Sites 2. Half Yearly Servicing and Maintenance for Provincial Sites 3. Fault Rectification to be on standby 24 hours 4. Assessment & Recommendation when required
2	General Fire Alarm Systems Servicing and Maintenance	Same as above.
3	Fire Fighting Equipment Servicing and Maintenance	Six (6) Monthly Servicing and Maintenance. Will need to be able to provide basic training for Staff On Site every 2 year or as when required for compliance
4	Office Cleaning Service	Daily Office Cleaning
5	Remote Site Interior Cleaning	Fortnightly Site Cleaning
6	Rubbish Disposal Service	Weekly rubbish disposal for main complexes Fortnightly rubbish disposal for remote exchange
7	Landscaping Maintenance	Fortnightly Landscaping for main complexes and residential properties. Monthly landscaping for remote exchange sites
8	Pool Servicing and Maintenance	Weekly Pool Servicing and Maintenance
9	Static Security Service Provision	24Hour Static Security Services Additional Static Security personal when required
10	Air Conditioning Servicing	2 Monthly Air Condition Servicing at Honiara Telekom Commercial Office and Sites. 3 Monthly Air Condition Servicing at management Residences and Provincial Offices
11	Termite Treatment	As required under this service

Schedule 2 – Services & Sites

	Service	Sites
1	Security Access Systems Servicing and Maintenance Intruder Alarm Systems Servicing and Maintenance CCTV Systems Servicing and Maintenance	Main Sites: Ranadi Complex (TH3, TH4, TH5, TH6, Guard Hut, Ware House) Mud Alley (TH1, TH2, Earth Station, Main Exchange) Exchange Sites: Henderson, King George, Marine Depo Kukum SDA Panatina Tower Naha Vavaya Kaibia Tandai White River Provincial Sites: Lata Kirakira Buala Tingoa Auki (Main Office, Auki Radio Hut) Tulagi Western Region (Gizo, Gizo Radio Hut, Gizo Jah Mountain, Munda, Noro, Taro) Including Management Residence CEO Residence (Lower Ngossi)
2	General Fire Alarm Systems Servicing and Maintenance	Same as 1. including Management Residences: CEO Residence (Lower Ngossi) CTO Residence (Lower Ngossi) CCO Residence (Tavio)
3	Fire Fighting Equipment Servicing and Maintenance	Same as for 1 & 2.

4	Office Cleaning Service	Main Sites: Ranadi Complex (TH3, TH4, TH5, TH6, Guard Hut, Ware House) Mud Alley (TH2, Earth Station, Main Exchange)
5	Remote Site Interior Cleaning	Exchange Sites: Tetere Tower Gold Ridge Henderson, King George, Kukum SDA Panatina Tower Naha Tower Vavaya Exchange Kaibia Exchange Tandai Tower White River Tower
6	Rubbish Disposal Service	Main Sites: Ranadi Complex Mud Alley Exchange Sites: Henderson, King George, Marine Depo Kukum SDA Panatina Tower Naha Tower Vavaya Exchange Kaibia Exchange Tandai Tower White River Tower Management Residences CEO Residence (Ngossi) CTO Residence (Ngossi) CFO Residence (Tavio)
7	Landscaping Maintenance	Main Sites: Ranadi Complex Mud Alley Exchange Sites: Henderson, King George, Marine Depo Kukum SDA Vavaya Exchange

		Management Residences CEO Residence (Ngossi) CTO Residence (Ngossi) CFO Residence (Tavio)
8	Pool Servicing and Maintenance	Management Residences: CEO Residence (Lower Ngossi) CTO Residence (Lower Ngossi) CCO Residence (Tavio)
9	Static Security Service Provision	Exchange Sites: Henderson, Marine Depo Management Residences: CEO Residence (Lower Ngossi) CTO Residence (Lower Ngossi) CCO Residence (Tavio)
10	Air Condition Servicing and Maintenance	Main Sites: Ranadi Complex (TH3, TH4, TH5, TH6, Guard Hut, Ware House) Mud Alley (TH1, TH2, Earth Station, Main Exchange) Exchange Sites: Henderson, King George, Marine Depo Kukum SDA Panatina Tower Naha Vavaya Kaibia Tandai White River Black Post Gilbert Camp Kingdom Hall Rove Site Mega Hill Site Provincial Sites: Lata Offices Kirakira Office Buala Office Tingoa Office Auki (Main Office, Auki Radio Hut) Tulagi Office Western Region (Gizo, Gizo Radio Hut, Gizo Jah Mountain, Munda, Noro, Taro)

		Management Residences CEO Residence (Lower Ngossi) CTO Residence (Lower Ngossi) CCO Residence (Tavio)
11	Termite/Pest/Rodent Treatment	Main Sites: Ranadi Complex (TH3, TH4, TH5, TH6, Guard Hut, Ware House) Mud Alley (TH1, TH2, Earth Station, Main Exchange) Exchange Sites: Henderson, King George, Marine Depo Kukum SDA Panatina Tower Naha Vavaya Kaibia Tandai White River Black Post Gilbert Camp Kingdom Hall Rove Site Mega Hill Site Provincial Sites: Lata Offices Kirakira Office Buala Office Tingoa Office Auki (Main Office, Auki Radio Hut) Tulagi Office Western Region (Gizo, Gizo Radio Hut, Gizo Jah Mountain, Munda, Noro, Taro) Management Residences CEO Residence (Lower Ngossi) CTO Residence (Lower Ngossi) CCO Residence (Tavio)