**A. General**

A.1 The **Tender Documents** comprise the documents listed in the Bid Data Sheet. The number of pages of each section is shown in the Bid Data Sheet.

A.2 The **Employer,** being the Provincial Government of the **Province** as defined in the Bid Data Sheet invites bids for construction of the **Works,** as defined in the Bid Data Sheet. The **Contract Number** is shown in the Bid Data Sheet and must be quoted in all correspondence.

A.3 The **time allowed for completion** of the Works is shown in the Bid Data Sheet.

**B. Qualification to Bid**

B.1 Bidders are responsible to check that they meet the qualifications required. These qualifications are shown on the Bid Data Sheet. The following general qualifications are required of all bidders:

* A valid business registration;
* Not declared ineligible to bid for projects of Provincial Governments as a result of abuse of the tendering process or default on contracts.

*B.2 Base in the Province*

Bidders must have a permanent base in the Province named in the Bidding Data Sheet, or a local associate bidder who is resident in the Province. A permanent base means a place of business or staff who are resident in the province. Local Associated Contractors must posses the minimum qualifications stated for Associated Contractors in the Bidding Data Sheet.

*B.3 Works Manager and other Key Staff*

A **Works Manager** must be named in the bid. The works manager will be responsible to supervise construction of the works and must be present at the work site when work is in progress.

Other **Key Staff** required to be named in the bid are shown in the Bid Data.

The minimum qualifications required for the Works Manager and other key staff are shown in the Bid Data.

The Works Manager and other key staff described in the Bid Data must be named on the Schedule of Key Staff and their qualifications stated.

**C. Registration of Bidders**

C.1 Bidders are advised to notify their intention to bid to the Provincial Administration. The name and contact details of the intending bidder will be recorded on a Register of Bidders.

* Bidders who do not register may still submit bids; and
* Bidders who are registered may choose not to submit bids without suffering any penalty;

however bidders who do not register risk not receiving important information about the bidding process or supplementary information regarding the bid documents.

C.2 Bidders collecting tender documents directly from the Provincial Government Office will normally be registered at the time of collecting the documents.

**D. Preparation of Bid**

*D.1 Requests for Clarification*

During the period allowed for preparation of bids, any bidder may contact the official named on the Bid Data Sheet to request clarification of the meaning of the bid documents. No other type of information may be requested. All requests will be recorded and important information provided to one bidder will be copied to all registered bidders.

*D.2 Bid Documents*

The following documents comprise the bid.

* The Form of Bid
* The Statement of Qualifications
* The Priced Bill of Quantities
* The Work Programme.

One copy of each document is to be completed and submitted as the Bid.

*D.3 The Form of Bid*

The Form of Bid must show clearly:

* The name and address of the main bidder, and the associate bidder, if any.
* The Bid Price in words
* Signature of the Main Bidder and the Associate Bidder, if any.

*D.4 The Statement of Qualifications*

The Statement of Qualifications is extremely important. In the event that the bid is the lowest responsive bid received, the information on the Statement of Qualifications will be checked carefully before the contract is awarded. In the event that any bidder is found to have provided false information on the Statement of Qualifications, that bidder will be barred from bidding for future contracts with the Provincial Government and with Provincial Governments of other provinces. Therefore, it is in the bidder’s own interest to submit a bid only in the case that the bidder has all the qualifications required and is able to demonstrate this on request.

The Statement of Qualifications must show:

* The qualifications of the Main Bidder and of the Associate Bidder, if any;
* The name, qualifications and experience of the designated Works Manager;
* If required by the Bid Data Sheet, at least one contract, successfully completed, demonstrating the competence of the bidder to construct the Works, and with a value at least equal to that required according to the Bid Data Sheet.
* A statement that the bidder is not barred from tendering for contracts by any Provincial Government in the Solomon Islands, by reason of abuse of the tendering process or default on a contract.
* A signed statement by the bidder that the information provided is true.

*D.5 The Priced Bill of Quantities*

* The bidder must enter a unit price against each item in the Bill of Quantities. The unit prices are inclusive of all labour, materials, equipment, transport costs and any other cost whatsoever required to construct one unit quantity of the item described, unless otherwise stated.
* The bidder must calculate the item price for each item (the unit price multiplied by the quantity) and enter the item price in the right-hand column.
* The bidder must enter the total price for items on each page at the foot of the page.
* The bidder must calculate and enter the total price for each section at the end of the section.
* The bidder must enter the total price for each section, and the total price for the whole of the works, in the Summary.
* The bidder must calculate and enter the amount of tax.
* The bidder must calculate and enter the total bid price including tax, on the Summary. This must be the same as the bid price shown on the Form of Bid.
* Any items required to construct the whole of the Works, but not shown described in the Priced Bill of Quantities, are taken to be included in the Bid Price unless otherwise stated.
* Figures may be rounded to one Solomon Islands Dollar (SBD 1.00).
* Arithmetic errors will be corrected during bid evaluation. If this correction results in a change of more than 1% to the total bid price, the bid will automatically be rejected.

*D.6 The Works Programme*

The Bidder must complete, sign and submit the Works Programme Form. This must show the stages in which the bidder intends to construct the Works, the number of weeks planned for each stage, and the time required for completion of the whole of the Works. The start date of the Works Programme is the date of signing the contract.

*D.7 Submission of Bids*

The bid documents described above are to be fully and correctly completed and signed, and placed in a sealed envelope. The sealed envelope must be marked:

* **TENDER – DO NOT OPEN UNTIL DATE AND TIME OF BID OPENING**
* Contract: (enter the contract number shown on the Bid Data Sheet)
* Name and Address of Main Bidder.

The envelope must be submitted to the address shown on the Bid Data Sheet, before the time and data stated as the Deadline for Submission of Bids. Late bids will not be accepted.

Bids will be placed in a locked Tender Box. The bidder has the right to place the bid in the Tender Box himself / herself, or to witness the envelope placed in the Tender Box by an official of the Provincial Government.

*D.8 Bid Validity*

The bid will remain valid during the time stated on the Bid Data Sheet. During this period the bidder is obliged to accept the contract if selected. Any bidder who does not accept the contract if offered, will be barred from bidding for future contracts of the Provincial Government or other Provincial Governments in the Solomon Islands.

*D.9 Only One Bid Per Bidder*

No bidder may submit more than one bid as main bidder. A local Associate Bidder may appear on up to two separate bids but may not submit a bid as the main bidder.

*D.10 Bid Opening*

Bids will be opened in public. Bidders should attend the bid opening meeting. The time of bid opening will be fifteen minutes after the deadline for submission of bids.

Bid envelopes will be opened in full view of those attending. The name of the bidder and the bid price will be read out and will be written on a white board. A completeness check (all bid documents submitted) will be carried out at the bid opening. All bidders will be asked to confirm that their bids have been read out correctly.

*D.11 Bid Evaluation*

The contract will be awarded to the qualified bidder submitting the lowest responsive bid.

A qualified bidder is a bidder who possesses the qualifications stated to be required on the Bid Data Sheet, and is able to demonstrate this if requested. No other type of qualification or information on the capacity of the bidder will be taken into account in bid evaluation.

A responsive bid means a bid that is:

* Complete;
* Correct, except for minor errors which do not affect the meaning, or arithmetic errors which may be corrected as described above;
* The meaning of the bid is clear;
* Clearly constitutes an offer to construct the whole of the works, in accordance with the design and technical specifications, within the time allowed and under the conditions of contract proposed, in return for payment of the bid price;
* Is signed by a person who has the authority to sign on behalf of the Bidder.

*D.12 Post-Qualification*

The bidder with the lowest evaluated responsive bid will be notified and requested to demonstrate that he possesses the qualifications stated on the Statement of Qualifications. This may include a physical inspection of the works constructed by the contractor under the previous contract cited as evidence of capacity. If this contract is in the Province the contractor will be required to provide suitable transport for two Provincial officials to visit and inspect the works. If this contract is in another Province the contractor may be required to provide suitable transport for two officials of the Province where the work is located, who will inspect and submit their report to the Province.

Suitable transport means vehicle or boat with outboard motor. It does not include air travel.

*D.13 Award of Contract*

Notwithstanding any of the information above, the Employer reserves the right to reject any bid, or to cancel the bidding process and reject all bids, without incurring any liability to the bidders.

Once the qualified bidder submitting the lowest responsive bid has been identified, the bidder will be notified by Letter of Acceptance. The Form of Bid and the Letter of Acceptance are considered to form a contract between the Employer and the selected Contractor.

The Employer will then contact the Contractor to arrange the time and place of signing of the contract. Before signing of the contract the following matters may be clarified or adjusted by mutual agreement between the Employer and the Contractor:

* The identity of the Works Manager;
* The Works Programme.

However no negotiation of any kind regarding the unit prices stated in the Priced Bill of Quantities, or the conditions of the contract, will be entered into. No changes to the quantity or the scope of work required will be discussed prior to signing of the contract. Under no circumstances will the Provincial Government request the contractor to carry out additional work that is not specified in the contract.

The Contract Document consists of:

1. Form of Bid
2. Letter of Acceptance
3. Form of Contract
4. Contract Data Sheet
5. General Conditions of Contract
6. Drawings
7. Specifications
8. Bill of Quantities
9. Contractor’s Work Programme

*D.14 Execution of Contract*

The Contract will be signed by the Provincial Secretary on behalf of the Employer, and by the authorised representative of the Main Contractor. In the case that there is an Associate Contractor, the authorised representative of the Authorised Contractor will also sign. One original copy of the full contract documents will be prepared for each signatory. The Main Contractor will initial every page of the original copy to be retained by the Employer.