



TERMS OF REFERENCE

REQUEST FOR QUOTATION

A. TITLE

MAINTENANCE WORKS OF THE SOLOMON ISLANDS MARITIME AUTHORITY RESIDENTIAL HOUSE IN GIZO, WESTERN PROVINCE.

B. DESCRIPTION

Purpose

1. The purpose of these Terms of Reference (ToR) is to request for proposals for maintenance works of the Solomon Islands Maritime Authority (SIMA) residential house located in Gizo, Western Province.

Background

2. SIMA is located in Honiara, Point Cruz, Commonwealth Street within the domestic port area.
3. SIMA has a property in Gizo which is a newly built residential house that SIMA wants to offer for rental and require maintenance works.

C. SCOPE OF WORK

4. The successful contractor is expected to deliver the works as described in section D.

D. EXPECTED WORK

5. The contractor is expected to complete the following work:

1	Inspect and repair roof leaks • Inspect the roof and identify the source of any leaks causing moisture damage to the ceiling in the living room and one bedroom. • Repair the roof leaks and replace any ceiling materials damaged by moisture or water ingress. • Test the repaired roof and affected ceiling areas to confirm that they are watertight after completion of the works. • Remove all waste and clean the work areas after completion of work.
2	Maintenance of unsealed access road • Carry out maintenance of the unsealed access road from the main road to the house to provide safe and reliable access for motor cars and light goods vehicles: ○ Grade and level the road formation, fill potholes and depressions, repair damaged sections, and stabilise areas affected by side-slope slippage or erosion. ○ Supply, place and compact suitable gravel or crushed aggregate to provide a firm, trafficable all-weather surface. The works do not include tar sealing or asphalt surfacing.
3	Supply and installation of household and other items • Supply and install perimeter fencing along the surveyed boundaries of the land, including a suitable access gate. • Supply, deliver and commission a microwave for the kitchen. • Supply, install and test a washing machine for the laundry. • Remove all packaging, waste and debris, and clean affected work areas after completion. • Provide a short completion report with photos confirming delivery, installation and completion of the works.

6. The contractor is free to propose any materials and equipment except for paints' colour that will have to be the mixes from Honiara Hardware called 'White' for ceilings.

E. INSTITUTIONAL ARRANGEMENT

7. The contractor will be responsible to the Manager, Internal Services.

F. DURATION OF THE WORK

8. The work will be delivered by **15 December 2026**.

G. DUTY STATION

9. Work will be delivered at the SIMA residential house in Gizo, Western Province.

H. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL SERVICE PROVIDER

10. The contractor must be a reputable firm in Solomon Islands meeting the following requirements in terms of qualification, experience and relevance of the technical proposal **(80 points)**:
 - a. Qualification or equivalent in experience in refurbishment and maintenance work in small building and houses including carpentry, plumbing and electricity (20 points),
 - b. Capacity to undertake all work including subcontracting, if necessary (10 points), and
 - c. Relevant technical proposal with details listing all materials needed and work to be executed (50 points).

I. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

11. The bidders will provide **by 7 September 2026**:
 - a. a technical proposal (see in annex) outlining the personnel's qualifications and experience, proposed arrangements to respond to this ToR, and
 - b. a financial proposal (see in annex) detailing the costs for the work for each phase over the required time period and including all costs related to material, personnel costs, etc...
12. The financial proposal will have to be presented using the submission form in annex for each of the grouped work items to evaluate the proposal against the capped budget.
13. The financial proposal will count for **20 points** allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal.
14. The financial proposal will be inclusive of taxes.
15. The financial proposal will be in Solomon Island Dollars.
16. The contractor will have to be a business registered in Solomon Islands and a reputable firm in Solomon Islands with good track record and be covered by its own insurance for the work.
17. The contractor will have to apply all laws of Solomon Islands and specifically the Labour Act with regards to the work within SIMA premises.
18. The house is available for inspection during the tender period with 5 working days advance notice. inspection during business hours.
19. The contractor will be paid as per the payment schedule below.

Milestones/Outputs	Deadline	Claim by contract	% Payment
Signing of the contract	15 October 2026	At the date of contract signing and upon invoice	20% of total costs
Delivery of work 1	31 October 2026	SIMA acceptance of work 1 and upon invoice	30% of total costs
Delivery of work 2	30 November 2026	SIMA acceptance of work 2 upon invoice	30% of total costs
Delivery of work 3	15 December 2026	SIMA acceptance of work 3 upon invoice	20% of total costs

Technical Proposal

SUBMISSION FORM

Bidder's organisation or person	
Contact person	
Address	
E-mail	
Telephone	
Mobile	
Date of submission	

Bidder's Experience

[Please describe the experience of your firm relevant to this project, including your organisation's knowledge, skills and experience with similar projects/activities/tasks (please provide examples.)]

Description of Proposed Arrangements

[Please describe in detail your proposed arrangements, including suggestions or alternative solution to achieve the same objective and including the detailed list of materials and equipment, and work to be executed with number of working days.]

Team Composition and Task Assignments

[Please provide the details of the personnel proposed for the service, qualification and experience.]

Financial Proposal

SUBMISSION FORM

Bidder's organisation or person	
Contact person	
Address	
E-mail	
Telephone	
Mobile	
Date of submission	

Summary of Costs

[Please provide a summary of costs using the table below. All prices in Solomon Islands dollars.]

ITEM	COST (SBD)
Costs of personnel for work	
Costs of material and equipment	
Other costs	
TOTAL*	

* The total costs are inclusive of taxes.

Breakdown of Costs

[Please provide a breakdown of costs using the table below. All prices in Solomon Islands dollars.]

ITEM	Number of days or Quantity	Daily Fees or Unit Price	Total
Works 1			
Costs of personnel for work			
Costs of material and equipment			
Other costs			

Work 2			
Costs of personnel for work			
Costs of material and equipment			
Other costs			
Work 3			
Costs of personnel for work			
Costs of material and equipment			
Other costs			
TOTAL*			

* any taxes, fees, charges or other levies imposed by the applicable laws of Solomon Islands.