



TERMS OF REFERENCE

REQUEST FOR QUOTATION

A. TITLE

REFURBISHMENT OF THE SOLOMON ISLANDS MARITIME AUTHORITY'S COMMERCIAL BUILDING AT KUKUM, HONIARA.

B. DESCRIPTION

Purpose

1. The purpose of these Terms of Reference (ToR) is to request proposals for the seventh phase of refurbishing work at Solomon Islands Maritime Authority (SIMA) for its commercial building located at Kukum in Honiara.

Background

2. SIMA is located in Honiara, Point Cruz, Commonwealth Street within the domestic port area.
3. Refurbishment of SIMA's properties are completed by phases.
4. The objective of this seventh phase is to renovate the third floor of the SIMA's commercial building at Kukum to create office spaces on the second floor, installation of separate water and electrical meters for the supermarket and office spaces and install a water tank for independent water supply.

C. SCOPE OF WORK

5. The successful contractor is expected to deliver the work detailed in this ToR within the agreed timeframe.

D. EXPECTED WORK

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

1	Separate electrical and water supply for supermarket and office spaces • Supply materials and Installation of cabling, switchboard and meter as needed for supermarket and office spaces. • Supply materials and Installation of piping and water supply as needed for supermarket and office spaces.
2	Building of tank base and installation of new tank • Install water tank on concrete slab and water pump connected to the building water supply of the supermarket and office spaces.
3	Closing of third floor stairway • Supply materials and close of second floor access to separate the supermarket from office space.

	• Provide design and Bill of Quantity for these works. • Create two separate offices including one close manager office and an open office space. Install aircons and other supplies for convenient office work.
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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 31 January 2026.

G. DUTY STATION

9. Work will be delivered at the SIMA Commercial Building, Kukum, Honiara.

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 work (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 14 November 2025**:
 - 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 work over the required time period and including all costs related to material (bill of quantity), 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 bidder will have to visit SIMA Headquarters during the preparation of proposal at any time on appointment during business hours.

19. The contractor will be paid as per the below payment schedule:

Milestones/Outputs	Deadline	Claim by contract	% Payment
Signing of the contract	21 November 2025	At the date of contract signing and upon invoice	20% of total costs
Delivery of works 1	15 December 2025	SIMA acceptance of work 1 and invoice	50% of total costs
Delivery of works 2	31 December 2025	SIMA acceptance of work 1 and invoice	20% of total costs
Delivery of work 3	31 January 2026	SIMA acceptance of work 2 and invoice	10% 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	
Costs of materials and equipment	
Other costs	
Taxes (7.5% withholding tax)	
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 Closing of third floor stairway			
Costs of personnel			
Costs of material and equipment			
Other costs			

Works 2 Separate electrical and water meters for second and third floor			
Costs of personnel			
Costs of material and equipment			
Other costs			
Works 3 Building of tank base and installation of new water tank			
Costs of personnel			
Costs of material and equipment			
Other costs			
TOTAL			