



TERMS OF REFERENCE

REQUEST FOR QUOTATION

A. TITLE

REFURBISHMENT AND REHABILITATION OF THE OFFICE OF THE SOLOMON ISLANDS MARITIME AUTHORITY IN HONIARA.

B. DESCRIPTION

Purpose

1. The purpose of these Terms of Reference (ToR) is to request for proposals for the sixth phase of the refurbishing of the office of the Solomon Islands Maritime Authority (SIMA) in Honiara.

Background

2. SIMA is located in Honiara, Point Cruz, Commonwealth Street within the domestic port area.
3. Five phases have been completed to create larger office spaces, create a conference room and a staff leaf hut.
4. The objective of this sixth phase is to continue some refurbishment and improvement about the drainage of rainwater as well as extending the eastern building to create more office space.

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.	Refurbishment & upgrade of SIMA's reception, <ul style="list-style-type: none">• Provide a detailed Bill of Quantity with evidence of quality materials.• Install a self-closing door with door stopper, hinge & self-tapping screws at the front entrance of the reception area.• Install Grips on stairway titles.• Install a solid wood door at the lower-level entrance of the reception area.• Install a new air conditioning unit and accessories.• Upgrade the existing lights with low ceiling lights.• Remove all existing noticeboards and repaint walls, ceiling & rails.
2.	Improve front/west side of main building area for rainwater drainage and ground levelling <ul style="list-style-type: none">• Provide a detailed Bill of Quantity with evidence of quality materials.• Level the south side of the main building at the level of the new kitchen.

	<ul style="list-style-type: none"> • Extend the concrete slab equipped with railings at the existing recreational leaf hut • Create/refurbish the rainwater drainage with gratings to prevent rainwater to infiltrate under the main building and evacuate by the underground drain toward the sea (eastside). • Verify and ensure air & watertightness and repaint the EPS building wall. • Refurbish/install gutters as needed for the main and EPS buildings to collect and evacuate rainwater to the underground drainage system. • Propose a solution and deliver work to ensure rainwater flowing down eastside of the main building, workshop and shed, does not infiltrate in and under the workshop and evacuate the compound. • Build a security booth for daytime watch at the west gate.
3.	Refurbishment of SIMA's workshop and construction of new office space <ul style="list-style-type: none"> • Provide a design and detailed Bill of Quantity with evidence of quality materials. • Install a 2x new double 4 feet light in the Workshop's storage room. • Install a 1x GPO 15 Amps socket outlet in the workshop's storage room. • Create a single office space above the workshop, connecting and closing the main and Director's building – the office space to include at one close room and an open space with air conditioning and electrical power supply. • Refurbish access to the new office space/director's office. • Refurbish/install gutters as needed for the director's office, new office space, workshop and main building to collect and evacuate rainwater to the underground drainage system.
4.	Build an extension of EPC building eastside of the compound <ul style="list-style-type: none"> • Provide a design and Bill of Quantity with evidence of quality materials. • Build a new state-of-art two-floor building connected to EPS building, including a large conference room (entire ground floor) and an office space including 2 closed rooms and an open space (first floor).
5.	Refurbishment of SIMA's properties (3) in Tulagi <ul style="list-style-type: none"> • Provide a design and Bill of Quantity with evidence of quality materials. • Demolition of existing buildings and removal of damaged materials on walls, floors and ceilings. • Restructured existing buildings and build-up a 2-floor concrete apartments with 2-bedrooms for each property. • Cleaning and repairing as needed structural elements of walls, floors and roof. • Vermin treating both inside and outside of the houses and on the land.
6.	Other work <ul style="list-style-type: none"> • Provide documentation and support requests for authorization to build with the Honiara City Council. • Provide a detailed Bill of Quantity with evidence of quality materials for: <ul style="list-style-type: none"> ○ installation of a second backup air conditioning unit in the server room.

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 phases over a period of maximum 12 month.

G. DUTY STATION

9. The work will be delivered at the SIMA headquarters, Point Cruz, Commonwealth Street, 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 earthwork, roadwork, drainage work and construction 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 31 July 2025 (extended until 31 August 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 phase over the required time period and including all costs related to material, personnel costs, etc. with detailed designs and Bill of Quantity.
12. The technical proposal will:
 - a. have to be presented using the submission form in annex for each of the phased work,
 - b. specify how the work will be delivered in phases within the period,
 - c. when section D. 6. Expected Work requires "Provide a detailed Bill of Quantity with evidence of quality materials, detail the specification of materials and equipment,
 - d. when section D. 6. Expected Work requires "Provide a design", include a design of exterior and interior views allowing comparison of designs and arrangements,
 - e. when section D. 6. Expected Work requires construction or refurbishment of buildings or office space, include building, walling, roofing, plumbing, wiring and finishing work to deliver habitable spaces,
 - f. for building and office spaces, include paints' colors to be the mixes from Honiara Hardware called 'Maritime Blue' for doors and door's frames, 'Linen White' for walls and 'White' for ceilings.
13. The financial proposal will:
 - a. have to be presented using the submission form in annex for each of the phased work,
 - b. when section D. 6. Expected Work requires "Provide a detailed Bill of Quantity", detail the materials that will be used and associated costs to deliver the works.
14. 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.
15. The financial proposal will be inclusive of taxes.
16. The financial proposal will be in Solomon Islands Dollars.
17. 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.

18. The contractor will have to apply all laws of Solomon Islands and specifically the Labour Act with regards to the work within SIMA premises.
19. The bidder will have to visit SIMA Headquarters during the preparation of proposal at any time on appointment during business hours.
20. The contractor will propose a schedule of payment ensuring uninterrupted work for each of the phases.

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 Refurbishment & Reception Area, Deputy Director's Exterior Wall & Leaf Hut Extension and Drainage			
Costs of personnel			
Costs of material and equipment			
Other costs			

Works 2 Refurbishment of SIMA (AToN's) Workshop.			
Costs of personnel			
Costs of material and equipment			
Other costs			
Works 3 ground elevation and levelling			
Costs of personnel			
Costs of material and equipment			
Other costs			
TOTAL			

ITEM	Number of days or Quantity	Daily Fees or Unit Price	Total
Works 4 Intallation of New Aircons			
Costs of personnel			
Costs of material and equipment			
Other costs			
TOTAL			