



TERMS OF REFERENCE

FFA PROPERTY MANAGEMENT REVIEW

Background

About the Pacific Islands Forum Fisheries Agency

1. The Pacific Islands Forum Fisheries Agency (FFA) strengthens national capacity and regional solidarity so its 17 members can optimally manage, control and develop their tuna fisheries. Approximately 85 staff at the regional FFA headquarters in Honiara supports their national contact points in departments of foreign affairs and fisheries in each member jurisdiction. Further information about the FFA is available on its website, www.ffa.int.

About this Property Management Review

2. The Forum Fisheries Committee (FFC) is requesting that a comprehensive review to be undertaken of the Agency's Property portfolio and to look at funding arrangements required to maintain the assets to a high standard to protect its investments.

Project Purpose, Objectives and Outcomes

3. The purpose of this Review is to undertake a maintenance review and inspection, and to provide advice on the performance of the facilities, their management and service delivery, and how the facilities would be best supported for long term operations.
4. To achieve this purpose a number of benefits from this project are evident and can broadly be stated as the project objectives, namely:
 - Accurate recording of the physical attributes and condition of assets;
 - Greater efficiency in promoting a more “proactive” asset maintenance and replacement approach;
 - Providing input to the long-term financial management of the asset portfolio;
 - Identification , evaluation and control of risks in a structured manner, within the resources available; and
 - Identification of deficiencies and maintenance needs and cost of rectification to enable objective prioritisation.
 - Advice on redevelopment and longer-term housing strategies to inform future decision-making on this subject.
5. The outcomes for the project are;
 - A physical inspection of all nominated properties with a digital photographic record;
 - Structural integrity and pest surveys;
 - Audit of relevant OHS issues, to the appropriate Australian Standard, with a particular focus on **storm protection , earthquake safety, fire prevention/fighting capacity and security and access;**
 - Undertaking discussions with current FFA tenants to identify relevant issues;

- Formalised schedule of works for each property to include urgent, necessary and ongoing routine planned maintenance;
- An assessment of the likely costs of required works in prioritised order;

In addition, the consultant (or their team) are asked to provide policy options for future management of the FFA housing portfolio. The issues that may be addressed in this aspect of the work include:

- The merits of FFA owned housing versus a purely market approach, or variants of these options.
- An assessment of the potential to redevelop/increase capacity on existing FFA properties, in prioritised order.
- A projection of future housing needs including market availability - in discussion with Senior Management of the FFA;
- Options for ongoing management of FFA property such as outsourcing;

Project Scope

6. The project scope is to cover all nominated 15 facilities and properties. There are two discrete funding arrangements for the property portfolio being;

- Corporate properties maintained and operated through the General Fund; and
- Properties maintained and operated through the Housing Fund.

Table 1: General Building/Facilities

Location	Parcel No.	Comment
Office Blocks- Lawson Tama (West Kola'a Ridge)	191-031-57	Administration, surveillance, library, treaty, support areas and associated grounds
Office Blocks- Lawson Tama (West Kola'a Ridge)	191-031-62	Conference Centre and grounds
Ngossi Ridge No.2	191-010-55	Director's Residence

Table 2: Residential Facilities

Location	Parcel No.
Lawson Tama No.1	191-036-46
Lawson Tama No. 2	191-031-46
West Kola'a Ridge	191-029-4
East Kola'a Ridge	191-036-51
Tanuli Ridge	191-036-51
Vasakena Ridge	191-012-30
Eagle St Lengakiki	191-015-41

Panatina Ridge	191-003-30
Ngossi Ridge No 1	191-010-55
Tandai House No.1	191-006-58
Tandai House No.2	191-006-58
Tandai House No. 3	191-006-58
Tandai House No. 4	191-006-58
White River House No. 1	191-003-76
White River House No. 2	191-003-76

Deliverables

7. A final two-part written report submitted to the Director General including several key deliverables as follows;

Part 1.

- A. Schedule of physical attributes and condition of assets
- B. Schedule of works for each property to include urgent, necessary and ongoing routine planned maintenance and an assessment of the likely costs of works;
- C. A maintenance budget for the next five years,
- D. Preventive maintenance plans for all key areas of operation,

Part 2

- E. Policy options for future management.

Timeframe

8. The Committee's proposed timeframe for this Review is:

Key Milestone	Date
Consultant selected and contract signed	23 March 2017
Review commences	24 March 2017
Draft report issued	17 May 2017
Final report issued	30 May 2017

Evaluation and Assessment of EOI

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared. Bidders are required to submit their financial proposal as a separate document.

Technical Proposal

The evaluation will be in accordance with the following criteria:

Evaluation Criteria	Weighting
Personnel assigned	30%
Proposed methodology	20%
Past experience in undertaking similar assignments	30%
Ability to complete the project in a time frame that enables FFA to comply with its	20%
Total	100%

Those bids receiving a technical score of 70% or greater shall be progress to the financial proposal assessment.

The technical proposal shall have an overall weighting of 80% out of 100%

Financial Proposal

Price is to be submitted as a *separate document* and may be quoted in United States Dollars (USD) or Solomon Dollars (SBD)

The financial proposal shall have an overall weighting of 20% out of 100%

References

All submissions are required to provide a minimum of two references to support their past experience in undertaking similar assignments.

All submissions are required to provide evidence of professional or technical capacity such as educational or professional qualifications, details of experience on similar projects.

All submissions are required to verify details of professional indemnity insurance.

Submission of EOI

1. All EOIs shall be in English. The currency used for quotation of fees and other costs shall be in US Dollars or SB Dollars.
2. Submission of EOIs responding to this invitation should be received **by 5pm on Friday 17 March 2017**. Late applications will not be considered. Hard copy applications shall be sealed and should comply with the directions contained herein and addressed to: The Director-General, Pacific Islands Forum Fisheries Agency, P O Box 629, Honiara, SOLOMON ISLANDS - Telephone (677) 21124 and Fax (677) 23995. – Attention The Director General. Submission of bids as electronic PDF files will be acceptable, sent by email to procurement@ffa.int.
3. All EOIs must reference ‘**CP06/1617 Property Management Review**’ in subject title of your email submission.

Request for further information

For additional information regarding the tender or to arrange an on-site visit please contact Mr Sione Havea on email: sione.havea@ffa.int

Award of Contract

FFA reserves the right to accept any bid, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of successful bidders shall be advertised on the FFA website;
www.ffa.int/employment/tenders/tender_results