



NATIONAL MARITIME SAFETY AUTHORITY

TERMS OF REFERENCE (TOR)

**PROJECT: ALOTAU SEA RETAINER WALL
CONSTRUCTION FRONTING NMSA
PROPERTY.**

**Executing Agent: National Maritime Safety Authority
(NMSA)**

Implementing Body: Office of the CEO

**Project Sponsor: A/ Executive Manager, Corporate
Services**

Project Location: Alotau, Milne Bay Province

1.0 INTRODUCTION/BACKGROUND

The Authority was established by the National Maritime Safety Authority (NMSA) Act of 2003 by Parliament to oversee all aspects of safety at sea. NMSA, through the Office of the CEO is responsible with ensuring that the Vision, Mission and Goals of the Authority are consistent with its mandate, complement the development goals and priorities of Government and meet the expectations of its stakeholders.

The Authority is a not-for-profit entity, which derives its revenue (mandatory levies) from the shipping industry, in return for services provided in its mandatory role to regulate and promote maritime safety. The service provisions are, in navigational aids infrastructure & equipment provision, maritime search & rescue co-ordination during distress calls by vessels, port state and flag state inspection of vessels in our waters, protection of the maritime environment from ship source pollution, small craft regulatory framework and assistance to Maritime Provinces to administer and police this act.

The NMSA has set up Regional Offices in Alotau, Lae, Madang, Vanimo, Kimbe, Rabaul and Port Moresby (HO) to carry out its mandated functions. The Alotau Regional Office property section 52, allotment 05 is located located in Alotau town. The Authority now intends to build a sea retainer wall fronting the NMSA Regional Office Building. Alotau is a major maritime Town with many outlying islands where bulk of the population lives and travel to Alotau by boat. Also the town is a major cruise ship tourism town and it is imperative that the authority establish a good office to serve the local community and the overseas ships that call into Alotau.

The Authority now intends to demolish the existing deteriorated sea retainer wall and build new fronting the regional office. The requirement of the proposal to design and construct the sea retainer wall is further refined in the scope of this terms of reference.

2.0 OBJECTIVE

The objective of this Terms of Reference (TOR) is to engage suitably qualified civil works contractors to demolish existing sea retainer wall and design and build new to protect its property from damage by the sea.

The contractor must possess the technical capacity and the capability to express their interest to submit the expression of interest (EOI) to National Maritime Safety

Authority. The details and extend of the work is defined under scope of work and the requirement from the bidders are also outlined under requirement of this terms of reference (TOR).

3.0 SCOPE OF WORKS

The scope of work for this proposal and the engagement of the successful bidder will address the following tasks.

1. Demolition of existing sea retainer walls.
2. Design and build new sea retainer walls fronting the NMSA property.
3. Protection and retention of its existing properties.

4.0 REQUIREMENTS OF THE PROPOSAL

The following requirements must be met by the interested contractor in the proposal;

- i. Brief company profile
- ii. Response to this TOR by providing information on;
 - a. A schematic design presenting the requirements specified above and showing site layout plan, cross section and elevations.
 - b. Key project personnel & Staff and membership registration with professional bodies (IEPNG, PNGIA, PNGIOB, etc...) and competent safety officers.
 - c. Performance history (last 3 years)
 - d. Works program showing major milestones (Schedule), project duration.
 - e. Methodology (Plan to execute this proposal including designs, presentations, sign off, Acceptance of certificates, permits, etc...).
 - f. Schedule of sub-contractors/consultants
 - g. Schedule of list of suppliers of materials, equipment, etc...
 - h. Insurance certificates (Public Liability Insurance & Workers Compensation insurance)
 - i. Schedule of equipment (Heavy & light)
 - j. Occupational Health and Safety management plan

- k. Provide evidence of registration as a business as required by the Provisions of the PNG Companies Act, 1997; must be in compliance with the guidelines of the Investment Promotion Act and the Internal Revenue Commission.

5.0 IMPLEMENTATION ARRANGEMENTS INPUT PROVIDED BY THE AUTHORITY

The National Maritime safety Authority (NMSA) will have the following input to fully implement this proposal and achieve its objectives. This project will be managed by National Maritime Safety Authority through the office of the Chief Executive Officer (CEO). The successful bidder will work in close collaboration with the Project Manager, Finance and Administration Department of the Authority.

The project manager will oversee the entire project and a dedicated project panel appointed will review design presentations, approval or reject to proceed and sign off on drawings.

Prior to submission of the tender bids, interested contractors based in Alotau, Milne Bay Province are required to familiarise themselves with the site conditions and physical assessment of the work required. Our Site representative will take through the interested contractors on the date, time and location as advertised on the newspaper.

For further information, the project manger can be contacted on;

Email; ppendet@nmsa.gov.pg;

Landline; (675) 305 4600

Mobile number; (675) 721 63919

6.0 STANDARDS, ACTS, REGULATIONS AND GUIDANCE

The works described in this Term of Reference (TOR) must comply with application of standards, material and equipment specifications available in PNG market and generally accepted workmanship.

The contractor is also expected to hold with high regard, the integrity, objectivity, independence, professional competence, due care, confidentiality, professional behaviour and technical standards (Australian Standards, PNG standards).

The demolition and design proposed should also comply with relevant Acts and Regulations applicable in the construction Industry in PNG.

7.0 FEE PROPOSAL

- i. The contractor is required to submit its fee proposal for this proposed project.
- ii. The contractor is required to show cost break up for ease of progress claims for each measurable tasks.

8.0 EXTEND OF WORK AND LIMITATIONS.

All work described in this Terms of Reference (TOR) requires the contractor to express its interest by submitting their proposal. Any proposal outside of the TOR will not be considered.