



**NATIONAL MARITIME SAFETY AUTHORITY**

**TERMS OF REFERENCE (TOR)**

**PROVISION OF SECURITY SERVICES  
FOR  
NMSA PROPERTIES IN MADANG, MADANG 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 Regional Offices in Alotau, Lae, Madang, Vanimo, Kimbe, Rabaul and Port Moresby (HO) carry out its mandated functions. The Madang Regional Office, Madang province requires a service of private security firm to protect its properties located within Madang Township. The requirement of the the proposal is to provide static guards to protect NMSA properties in Madang Town.

## 2.0 OBJECTIVE

The objective of this terms of reference is to engage a suitably qualified private security firm to provide security services to protect the property and provide monthly reports to NMSA.

The security firm must currently be registered under Security Industries Authority (SIA) and posses the technical capacity and the capability to express their 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 PROVISION OF SECURITY SERVICES.**

The scope of work for this proposal and the engagement of the successful Security bidder who will be engaged in two shifts a day (24 hours) and address the following tasks.

1. Provision of Static guards manning the gates controlling people and vehicles.
2. Provision of static guards protecting buildings and grounds during the day and night.

### **4.0 Detailed extent of security services.**

- 4.10 Provision of Static guards manning the gates controlling people and vehicles.
- 4.20 Provision of Static guards patrolling the NMSA property from theft and vandalism.
- 4.30 Progressive fortnightly reports to NMSA Officer in Charge (OIC) based in Madang and copy of the report to the Assets and Procurement coordinator based in NMSA Headquarter, Port Moresby.
- 4.40 Response to emergency. Provision of additional security manpower during civil unrest, commotion or any other public disturbances surrounding the properties. This will be effective upon approval from the Officer in Charge (OIC) based in Madang regional office.

### **5.0 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. Key security personnel & Staff and membership and the firm being registered under PNG Security Industry Authority.

- b. Performance history (last 3 years)
- c. Insurance certificates (Public Liability Insurance & Workers Compensation insurance)
- d. Schedule of communication equipment and other resources for the purpose of this task.
- e. 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.

## **6.0 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 engagement of the security firm 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 Asset and procurement coordinator and Executive manager Finance and Administration Department of the Authority.

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

Email; [ppendet@nmsa.gov.pg](mailto:ppendet@nmsa.gov.pg)  
Landline; (675) 321 1244  
Mobile number; (675) 721 63919

## **7.0 STANDARDS, ACTS, REGULATIONS AND GUIDANCE**

The works described in this Term of Reference (TOR) must comply with application of relevant standards, Acts and communication equipment.

The security firm 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).

## **8.0 FEE PROPOSAL**

- i. The security firm is required to submit its fee proposal for this proposed project.
- ii. Detail of schedule of rates.

## **9.0 EXTEND OF WORK AND LIMITATIONS.**

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