



TERMS OF REFERENCE (TOR)

Project Works No: RFQ 01/2024-Unexploded Ordnance (UXO) Clearance for the New Finance and Administration Building Site Solomon Islands National University (SINU)

1. Project Overview

As part of the Solomon Islands National University's (SINU) strategic development plans, the construction of a Finance and Administration Complex at the Kukum Campus is a crucial step toward centralizing administrative functions and enhancing operational management. Prior to the construction phase, UXO clearance is required to ensure the safety and suitability of the project site. The designated area covers 1.03 hectares with a perimeter of 512 meters.

This UXO clearance will adhere to international safety and environmental standards, ensuring the site is certified free from unexploded ordnance and safe for development. Interested and qualified contractors with relevant experience in UXO clearance are invited to submit their quotations based on the following Scope of Work.

2. Scope of Work and Quotation Requirements

Scope of Work	Requirements	Quotation
Conduct a comprehensive UXO risk assessment and detection survey for the designated site (1.03 ha). This includes geophysical surveys and other UXO identification methodologies suitable for site conditions.	Submit a detailed report outlining assessment findings, risk evaluation, survey methodologies, and equipment used. Compliance with all national and international UXO detection standards is required.	Bidder Quote
Mark and clear all identified UXOs following the best safety and environmental practices for a perimeter of 512 meters. This includes securing and demarcating cleared and uncleared areas during the process.	Complete the clearance with proper marking and documentation. Submit a report detailing clearance activities, methods used, and include photographic evidence of marked and cleared areas. Clearance must comply with applicable safety codes and environmental regulations.	Bidder Quote
Safely transport and dispose of any recovered UXOs in accordance with Solomon Islands national and international safety and environmental	Provide documentation on transportation and disposal, including relevant permits, chain-of-custody records, and compliance with	Bidder Quote

Scope of Work	Requirements	Quotation
guidelines. This includes transport to a certified disposal site, if necessary.	regulatory requirements for hazardous materials.	
Submit a comprehensive final report and Certificate of Clearance upon project completion. The final report should include a summary of all activities, findings, and a formal clearance certificate.	Provide a comprehensive final report with a Certificate of Clearance, as well as a summary of activities, survey results, marked areas, and any further recommendations. This must be endorsed by qualified personnel.	Bidder Quote

3. Contractor Qualifications and Requirements

To be eligible for this project, contractors must demonstrate the following:

- **Relevant Experience:** At least five years of experience in UXO clearance, with specific experience in similar environments.
- **Certification and Compliance:** Certification in UXO clearance and disposal from a recognized institution. Compliance with national and international UXO safety standards is mandatory.
- **Personnel Competency:** Personnel must be qualified and certified in UXO handling, disposal, and safety. Resumes and certifications of the team assigned to this project should be included in the submission.
- **Equipment and Methodology:** Detailed description of the equipment and methodologies that will be used for UXO detection, clearance, and disposal. Equipment should comply with international standards for UXO clearance.
- **Health, Safety, and Environmental (HSE) Compliance:** Contractors must submit a Health, Safety, and Environmental (HSE) Plan that outlines safety protocols, environmental protection measures, and emergency response procedures specific to UXO clearance activities.

4. Submission Requirements

1. **Quotation Submission:** Include separate cost estimates for each task in the Scope of Work.
2. **Project Schedule:** Provide a proposed timeline, including start and completion dates.
3. **HSE and Quality Assurance Plans:** Include detailed Health, Safety, and Environmental compliance plans, as well as Quality Assurance measures to be implemented.
4. **References:** Provide at least three references from previous UXO clearance projects, preferably with similar site conditions.
5. **Certification and Insurance:** Include proof of relevant certifications and adequate insurance coverage for all personnel and activities involved in UXO clearance.
6. **Tender Fee:** A non-refundable \$100 Tender Fee must be deposited to the University BSP bank account (9088870419) and deposit slip butt or deposit transfer note shown

to SINU Finance Cashier or emailed to procurement@sinu.edu.sb to collect a receipt. Ensure to write firm/consultant name when you do the deposit.

5. Project Duration and Timeline

- **Duration:** Please provide your estimated timeframe needed to fully undertake this work.

6. Evaluation Criteria

Quotations will be evaluated based on the following criteria:

- **Technical Proposal:** Feasibility and methodology for executing the Scope of Work.
- **Cost:** Competitiveness of the quotation, including cost breakdown for each task.
- **Experience and Qualifications:** Past performance in similar projects, certifications, and team qualifications.
- **HSE and Compliance:** Demonstrated commitment to Health, Safety, and Environmental standards and compliance with national/international UXO guidelines.

7. Submission Procedure and Deadline

All quotations and required documentation must be submitted in sealed envelope to the address below before 4.30pm on **Friday 29th June 2024**. Electronic submission can be sent to email: tender.board@sinu.edu.sb. Late or incomplete submissions will not be considered.

**The Chairman
Minor Tender Board Committee
Solomon Islands National University
P.O Box R113
Honiara**

Attachments: Site plan for Kukum Campus, detailing the UXO clearance area and project boundaries.

