



CENTRAL BANK OF SOLOMON ISLANDS

TERMS OF REFERENCE (TOR)

PROVISION OF SECURITY SERVICES

FOR

RESIDENTIAL SITES & PROPERTIES OWNED BY:

CENTRAL BANK OF SOLOMON ISLANDS

HONIARA, SOLOMON ISLANDS

1. INTRODUCTION/BACKGROUND

The Central Bank of Solomon Islands (Central Bank) is located in the capital city of Honiara. The Central Bank is a body corporate and is governed by the Central Bank of Solomon Islands Act 2012.

Security or Safety of the Central Bank's properties and its staff and families are of Paramount Importance. Therefore, the Central Bank in its capacity has to ensure that its properties are safe and Staff and families are well protected and secure. With that, the Central Bank requires a Service of an **Experienced Private Security Firm** to provide Security Guarding Services to protect its properties. As per previous engagement, the Foremost sites that require special attention are listed below:-

- a. CBSI HQ & CBSI Old Building at Mud Alley Street, Mendana Avenue
- b. CBSI MBOKONA Estate
- c. CBSI Tinge Ridge Estate

The requirement of the proposal is to provide a static security guards to CBSI Mbokona Estate, CBSI Tinge Ridge Estate and CBSI HQ Office.

2. OBJECTIVE

- a) The objective of this terms of reference is to engage a suitably experienced & qualified private Security firm to provide security guarding services to Central Bank of Solomon Islands Residential Site at Mbokona, Rifle Range and its HQ office at Mud Alley Street, Mendana Avenue.
- b) The Security firm shall be required to produce a monthly report and send it to Central Bank of Solomon Islands for Management Reporting and updating.
- c) The Security Firm shall be required to carry out investigation on any incident that should occur within the Central Bank premises and prepare a very accurate incident report and submit it to Chief Manager, Human Resources and Corporate Services Department for further perusal.

3. SECURITY GUARD SERVICES ENAGAEMENT CRITERIA OR REQUIREMENTS

The Selection of Security firm under this TOR shall be based on the following requirements or Criteria:-

- i. Provide Recent Company Profile
- ii. The Security Firm must :-
 - Be a registered company with Honiara City Council & Company Haus
 - Have a valid business license (valid for at least 12 months from the date of Engagement)
 - Provide evidence on Insurance Policy (Public Liability & Workmen Compensation)
 - Provide NPF Employers registration number
 - Provide Inland Revenue **(IRD)** TIN number.
- iii. Provide evidence on technical Capacities & Capabilities for the last 3 years
- iv. Provide at least 2 References from recent Engagements.
- v. Past Experience or Performance History for the last 3 Years.
- vi. Possess all necessary Security Equipment for effective operations:-
 - Communication Equipment – VHF Radio, Mobile phones
 - Safety Equipment – Torch light ,Rain coats etc
- vii. Have back-up patrol Team.
- viii. Have Standard Uniforms for Security Guards.

4. SCOPE OF PROVISION OF SECURITY SERVICES

The Scope of work for this Engagement under this TOR for the successful Security Bidder are specified below, detailing all the Roles and Responsibilities that the successful Security Company/Firm will diligently uphold and follow. This

engagement will encompass Four (4) shift a day (24 Hours) and address the following tasks;

a) DUTIES & RESPONSIBILITIES of SECURITY FIRM

- 1) Provision of adequately trained security guards as seen fit to man all respective sites;
- 2) Provision of adequate resources to equip security guards to enhance their performance;
- 3) Provision of Static guards manning the gates, occupy security houses, monitoring and controlling people and vehicles entering and Exiting during Day and night.
- 4) Ensure that all CBSI Buildings properties , Staff and their immediate family members are safe at all times through deterrence of security threats;
- 5) Adequately patrolling and providing surveillance patrol around the perimeter of the respective sites;
- 6) Ensure to have a log book to record the number plate of all vehicles entering and exiting the Bank premises; vehicle suspicious of illegal activities will not be allowed beyond security check point; any unauthorised vehicles shall not be allowed to park within the Bank premises.
- 7) Ensure that there is a Control Measure for all Electronic Device users entering the Bank premise that no loud sound is tolerated,
- 8) Ensure that all gates are locked at 9.30pm & opens at 5.30am. Any vehicle or person that comes after the closing time will not be allowed except for CBSI staff immediate family members or staff vehicle.
- 9) Reporting of security threat and serious incidences to the police and CBSI Management via Senior Security Officer (SSO) & attend to investigation of reported cases, if required.
- 10) Facilitate Community Awareness for Neighbouring communities as and when required; and also to ensure a close collaborations with the CBSI Security team & police.
- 11) Facilitate quarterly meetings with stakeholders, Police
- 12) Update daily incident reports in the logbook which will be checked by CBSI Security Team on weekly basis.
- 13) Produce a monthly incident report to CBSI Management through the Senior Security Officer (SSO) or Manager Corporate Services (M/CS)
- 14) Ensure to provide a timely monthly bills for payment through the Senior Security Officer or Manager Corporate Services at least a week prior release.

5. SECURITY POLICY REQUIREMENTS

- i. The Security Company shall provide uniform, logistic support, equipments and Identity Card to each of its personnel engaged under this arrangement. The Security Company should maintain all the Records/Registers as prescribed by the Labour Department, Solomon Islands Government & should abide by the Rules & regulations of Labour Department.
- ii. Payment to its manpower engaged should not be less than the prescribed amount by the Labour Department from time to time.
- iii. Security Company will conduct its investigation in the case of any incident and report to Police and Manager Corporate Services.
- iv. Any incidents involving CBSI staff properties stolen or damage by intruders or thief/'s, the security firm is liable to pay for replacement and will be deducted from monthly payments.

6. Detailed Extent of Security Services

- i. 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 M/CS based at the Bank head offices.
- ii. Logistics, communication links and regular surveillance during night hours by the security base must be carried out.

7. STANDARDS, REGULATIONS AND GUIDANCE

- i. The works described in this Term of Reference (TOR) must comply with application of relevant standards.
- ii. 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

8. PROHIBITIONS (DURING DUTIES)

The Successful Security Firm who will be engaged under this Terms of reference (TOR) shall strictly adhere to Rules and Regulations set by the Central Bank;

- i. Security Guards on duty shall not involve in any activities other than their mandated duties;
- ii. Security Guards on duty shall not consume alcohol whilst on duty ; or
- iii. Delegate duties to someone else without appropriate permission;

- iv. Security guards on duties shall not receive personal visitors into guard house at any time or allow someone else other than their security officers to use the security guard house facilities (eg. power points, toilet etc).
- v. Shall ensure that all Security Guard houses are manned & not deserted by guards on duty.

9. IMPLEMENTATION ARRANGEMENTS INPUT PROVIDED BY THE BANK

The Central Bank will have the following input to fully implement this proposal and achieve its objectives.

- i. This engagement of the security firm will be monitored by Central Bank of Solomon Islands through the office of the CM/HRCSD.
- ii. The successful bidder will work in close collaboration with the SSO and SP of the Human Resources & Corporate Service Department of the Central Bank.

10. TIME SHIFT & Manpower

The Bank has requested the Expression of Interest (EOI) from Suitably Qualified & Experienced Security Firms to provide well-trained security guards to provide security services to its Residential Sites & Its Head Office accordingly to the schedule provided below.

Location	Day shift	Night shift	Remarks
Mbokona	3	5	Additional manpower only when need arises
Rifle Range	2	3	Same as above statement
CBSI head office x 2 sites	Only when required.	3	Same with above statement

11. RATE/FEE PROPOSAL

All fees/Rates under this Terms of Reference (TOR) for Security Firms engagement shall be prepared in accordance to the shift detailed above **.(sec 10)**

- i. The Security firm is to submit its rate/fee proposal in compliance with the above.
- ii. The Security Engagement period shall be 1 year period.

12. 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.

For further information, you can contact the Chief Manager, Human Resources and Corporate Services Department, Mr. John Bosco Houanihau.

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