



SIPA – Outsourcing Security Guarding Services

1. Introduction

The Solomon Islands Ports Authority (SIPA) is reviewing its responsibility to provide direct employment for security guarding services at some of its facilities and premises in Honiara.

The provision of security guarding services at these sites and duty stations will now be outsourced to external security firms. The sites include:

- Middle Island Land (Ranadi Site)
- North Naha Management Housing Estate (Kukum)
- Tanuli (Designated CEO Residential Site)

SIPA is confident that outsourcing these services will enhance security personnel visibility and improve the safety and protection of residents and properties.

2. Tender Details

- i. Tender documents are available for download at: www.sipa.com.sb
 - ii. Tender briefing: 10th April 2026, 10:00am, SIPA Auditorium
 - iii. Tender submission deadline: Friday, 24th April 2026 at 4:30pm, SIPA Head Office, Point Cruz
 - iv. Selection: Upon closure of tender submissions
 - v. Notice of Award: The successful bidder will be notified once the evaluation process is completed
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3. Terms and Conditions

- i. Tenders received after the specified deadline will be rejected.
- ii. The security guarding rate submitted shall be final and valid for the duration of the contract.
- iii. Tenders may be rejected if required information or documentation is incomplete or not provided.

iv. Tenders must be submitted in a sealed envelope marked “**Security Outsourcing Services**”, addressed to:

Head of Enforcement
Solomon Islands Ports Authority
P.O. Box 307, Honiara

v. Tenders must be hand-delivered to the Front Desk Receptionist, SIPA Head Office, Dowling Drive, Honiara Port. A logbook must be signed upon submission.

vi. All tender documents must be submitted on company letterhead, using the provided templates, and stamped with the official company seal where required.

4. Security Firm Profile

Tenderers must submit the following company profile information:

- i. Business Registration Certificate, Inland Revenue TIN Letter, Honiara City Council Valid Operational Licence, and Company NPF Number
- ii. Valid Workers’ Insurance Cover
- iii. List of current security guarding sites/stations
- iv. List of vehicles and logistics capabilities
- v. List of security guard equipment, PPE, and safety wear
- vi. Three (3) references from existing security guarding contracts, including contact details (name, title, email, mobile number)
- vii. Total workforce and organisational structure

5. Scope of Work

i. Provision of 24/7 security guarding services (including weekends and public holidays) at:

- Middle Island Land (Ranadi Site)
- North Naha Management Housing Estate (Kukum)
- Tanuli (Designated CEO Residential Site)

ii. Guard Deployment and Shift Structure:

Location	Guards per Shift	Shift Duration
Middle Island Land (Ranadi Site)	2 Guards	12 hours
North Naha Management Housing Estate (Kukum)	3 Guards	12 hours

Location	Guards per Shift	Shift Duration
Tanuli (CEO Residential Site)	1 Guard	12 hours

iii. Total Guards per 24 Hours:

Location	Total Guards
Middle Island Land (Ranadi Site)	4
North Naha Management Housing Estate (Kukum)	6
Tanuli (CEO Residential Site)	2

Total Guards (24 hours): 12 Guards

SIPA – Outsourcing Security Guarding Services

Page 3 of 4

6. Financial Bid

The guard rate per hour shall be fixed and applicable during normal working hours, weekends, and public holidays. This rate represents the full cost of providing security guarding services, including all operational expenses.

Guard Rate per Hour:

Our Guard Rate is: \$ _____ / hour

7. Security Operational Plan

Tenderers must submit a Standard Operating Procedure (SOP) covering the following:

a) Operational Procedures

- Patrol protocols (frequency, routes, reporting)
- Incident response (procedures for disturbances, emergencies, burglaries)
- Communication systems (radios, phones, escalation procedures, reporting to authorities such as police)

b) Reporting & Documentation (templates to be attached as appendices):

- Daily activity logs
- Incident reports

- Monthly reports

Monthly reports must be submitted to SIPA by the **5th day of each month** for the preceding month.

- c) Guard dress code (valid company ID, PPE, and equipment at all times)
- d) Guard shift schedule (start and end times)

8. Evidence of Security Guard Training

Provide details of any relevant training undertaken by security guards to support their roles and responsibilities.

SIPA – Outsourcing Security Guarding Services

Page 4 of 4

9. Tender Document Submission

The following documents must be submitted as part of the tender:

- i. Security Firm Profile (Section 4)
- ii. Financial Bid (Section 6 – using the provided template)
- iii. Security Operational Plan (Section 7)
- iv. Evidence of Security Guard Training (Section 8)