Request for Quotation

Abt Global is seeking Quotations for the following procurement:

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| Project title | Provision of Employment Services for Solomon Islands – Australia Partnership for Governance |
| Project reference number | 2025\_08\_14 |
| RFQ closing date and time | Open: 11 Sept 2025  Close: 30 Sept 2025 |

The following sets out the requirements for this procurement activity.

Purpose

The purpose of this Request for Quotation is to identify and engage a qualified service provider to deliver employment services in support of the Solomon Islands – Australia Partnership for Governance (Governance Partnership).

The service provider will be responsible for acting as **Employer of Record (EoR)** for locally engaged personnel, ensuring full compliance with Solomon Islands labour laws, statutory obligations, and contractual requirements with the Australian Government’s Department of Foreign Affairs and Trade (DFAT).

This procurement aims to secure a reliable, compliance, and cost-effective partner to provide recruitment, payroll management, and personnel oversight to ensure uninterrupted delivery of program activities in Solomon Islands.

Introduction

Abt Global invites quotations from suitably experienced and reputable firms to provide employment services in support of the Governance Partnership. The provider will deliver services in line with Solomon Islands legislation and Abt’s operational standards.

Background

The Governance Partnership is primarily based in Honiara, Solomon Islands and supports governance strengthening through technical assistance, capacity building, and institutional reforms. Employment services are required to ensure the engagement, and management of local Solomon Islander personnel in a manner that is legally compliant, transparent, and operationally efficient. Recruitment of both long and short term personnel is undertaken by the program.

Scope of Work

The successful provider will be responsible for delivering the following services:

1. Engagement

* Employ and engage workers under valid and enforceable contracts of employment suitable under Abt Global’s standards.
* Having completed requisite due diligence including professional employment references and national police checks, ensure all personnel have the qualifications, skills, and experience necessary to perform assigned duties.

1. Payroll Administration and Statutory Compliance

* Calculate, pay, and issue pay slips for salaries, overtime, leave entitlements, National Provident Fund (NPF) contributions, and other statutory declarations.
* Remit all taxes and statutory contributions to the relevant Solomon Islands authorities.
* Apply overtime and public holiday rates in Accordance with SI Labour Act.

1. Worker Management and Oversight

* Assign workers to perform duties as directed by the Governance Partnership.
* Adhere to legal working hours, rest breaks, and leave entitlements.
* Performance-manage, remove or reassign workers upon reasonable written request from the Governance Partnership.
* The Governance Partnership will manage medical insurance for local staff.

1. Compliance and Conduct

* Ensure compliance with Governance Partnership/Abt Global’s lawful instructions, policies, and code of conduct.
* Promptly investigate any alleged misconduct and take appropriate disciplinary action.
* Adhere to social and environmental safeguarding, and anti-fraud, and conflict-of-interest provisions.

1. Confidentiality and Intellectual Property

* Maintain confidentiality of all Abt Global and/or Governance Partnership information.
* Ensure intellectual property developed during engagement remains the property of Abt Global and/or Governance Partnership.

*If the procurement is for services, use the table below to set out deliverable requirements*

| **No.** | **Deliverable** | **Frequency** |
| --- | --- | --- |
|  | Executed employment contracts for all locally engaged personnel. | On ad-hoc basis. |
|  | Fortnightly invoices for salary processing with approved timesheets and leave applications. | Fortnightly and on ad-hoc basis. |
|  | Timely salary payments and statutory remittances. | Fortnightly and on ad-hoc basis. |
|  | Incident and misconduct reports within 24 hours of occurrence. | On ad-hoc basis. |
|  | Confirmation of insurance and statutory compliance, when requested | On ad-hoc basis. |
|  | Confirmation of accrued leave entitlements, when requested. | On ad-hoc basis. |
|  | Provision of expert opinion in response to inquiries concerning Solomon Island labour legislation and practice. | On ad-hoc basis. |

Duration

The contract will be for a period of 24 months (01 January 2026 – 31 December 2027).

Fee payment schedule

Bidders should quote a service fee expressed as a percentage (%) of the fortnightly gross income of each personnel. The quote should be based on a minimum of 5 personnel under the EoR, and a maximum of 10.

RFQ response requirements

Respondents wishing to participate in this RFQ process should submit their response by the closing date specified above by email to [solomon.procurement@asipgov.org](mailto:solomon.procurement@asipgov.org) .

RFQ responses should include the following:

1. Proposal detailing how the goods/ services will be required, and the supplier experience relevant to the requirements.
2. Cost proposal in Solomon Islands Dollars (SBD) for the provision of the requested goods/ services including any and all associated costs.
3. Respondent details including:

* Solomon Islands company registration and/or Certificate of Good Standing long form (must be for the entity the organisation will contract with if successful)
* TIN certificate
* Nominated representative for the RFQ
* CVs of all personnel nominated to deliver the services
* Certificates of currency for public liability, professional indemnity and workers compensation insurance
* Details of any conflicts of interest that exist or could be perceived to exist in relation to this RFQ and/ or any contract. If there are no conflicts of perceived conflicts, please state that no conflict exists.

RFQ evaluation

Responses will be assessed in accordance with the evaluation criteria below to determine which respondent provides the best value for money.

| **No.** | **Criterion** | **Weighting %** |
| --- | --- | --- |
|  | Compliance with Scope of Work and Legal Requirements | 30% |
|  | Demonstrated Experience and Capability | 25% |
|  | Competitiveness of Service Fee | 25% |
|  | References and Track Record | 20% |
| **Total** | | **100%** |

Standard terms and conditions

1. This Request for Quotation (RFQ) is an invitation to treat and shall not be construed, interpreted, or relied upon, whether expressly or implied, as an offer capable of acceptance by any professional, firm or organisation or as creating any form of contractual, quasi-contractual, restitution or other relationship.
2. No binding legal relationship will arise out of this process until execution of a contract with the preferred respondent.
3. Each respondent to the RFQ is expected to be fully informed of all aspects of the work required to be performed.
4. The respondent agrees that participation in any stage of the RFQ process is at the respondent’s sole risk and cost.
5. Abt Global, at its discretion, may discontinue this RFQ, decline to accept any quotation, decline to issue any contract or satisfy its requirement separately from this RFQ process.
6. All potential respondents must have appropriate insurance cover as a condition of submitting a quotation.
7. The successful respondent will be required to sign a contract in the form of the Contract annexed to this Request for Quotation or available on request. Respondents should note that the contract is subject to change and may vary following the evaluation process.
8. In evaluating each response, Abt Global will have regard to:
   1. the evaluation criteria; and
   2. the overall value for money proposition presented in the bid submission. In this context, value for money is a measurement of benefits represented by a Respondent’s submission, including:
      1. The quality of goods and/or services;
      2. Fitness for purpose;
      3. Relevant experience and performance history;
      4. Innovation and adaptability over the lifecycle;
      5. Environmental sustainability of the proposed goods and services;
      6. Risk and compliance; and
      7. Whole of life costs.
9. As part of, and in addition to the evaluation process, Abt Global may:
   1. require clarifications and/or presentations from respondents at any time during the evaluation process. Should such presentations be required, dates, times and venues for presentations will be notified to all respondents participating in the evaluation or the shortlisted respondents from the evaluation process. A list of areas and issues for respondents to address will be provided prior to the presentations; and
   2. conduct reference checks (including site visits, if relevant) on respondents. Reference checks may be conducted with any referee proposed by the respondent in its quotation submission or with any other organisation selected by Abt Global at its discretion. Abt Global may also request further information from respondents during the evaluation process.
10. The respondent, if appointed, must at all times, identify, comply with and exercise all necessary, duties and precautions for the health, safety and security of all persons including the respondent’s employees, subcontractors, subcontractor’s employees, employees of Abt Global and other persons who may be affected by the delivery of the contract work.
11. The respondent will inform itself of all workplace health, safety and safety duties, codes of practice, policies, procedures or measures applicable to the services. The respondent will comply with all such duties, codes of practice, policies, procedures, or measures; and in the event of any inconsistency, will comply with such duties, codes of practice, policies, procedures or measures that produce the highest level of health, safety and security. The respondent must comply with any and all directions by or on behalf of Abt Global relating to safety and security.
12. The successful respondent must have appropriate child protection policies in place and/or be willing to comply with Abt Global and DFAT’s latest Child Protection Policy. DFAT’s Child Protection Policy is available on its website and Abt Global’s policy is attached to the Draft Contract. The successful respondent may be required to participate in a Child Protection Risk Context Tool and work with Abt Global to implement any necessary Child Protection Implementation Plan for medium and high-risk activities.
13. The successful respondent should be aware of the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy available on its website. The successful respondent may be required to submit a narrative response and risk assessment in relation to this policy.